

## **CSSC National Travel Policy 2025 – Guidance**

The aim of National Travel Policy (NTP) is to ensure that all CSSC members are treated consistently and fairly with regards to funding when attending National, Open and Regional events. Members should not approach or receive funding from any other body or organization e.g. Area Associations, Work Associations, Regional bodies or Sport and Recreation Bodies. All claims for any regional or national events will be made from the NTP central budget via CSSC Head Office.

For clarity all events are categorised into one of 5 levels. The categories are:-

**Category A – Representative Matches\***

**Category B – National events via regional qualification**

**Category C – National events via direct entry**

**Category D – Regional Qualifiers and Regional Sport events**

**Category E – Days Out, Residential sporting events**

\*Representative matches are events that you have been selected to play for the Civil Service on a national level. Representing your nation is not included.

The events falling within each category, and the costs and expenses for which full, partial or no reimbursement can be claimed, are detailed below.

This policy is in effect from 1 January 2025 to December 31 2025.

The CSSC Event Team reserves the right to amend any and all of the rules and guidelines presented below at any time.

## Category A

Representative Matches in the following sports are within Category A:

- Angling
- Athletics
- Crown Green Bowl
- Golf Men
- Rugby
- Squash
- Tennis
- Archery
- Cricket
- Bowls – Indoor
- Hockey
- Sailing
- Target Shooting

All claims must be submitted via the online application form

- Travel expenses will be reimbursed in full (e.g. private car mileage, public transport, air)
- Passengers – 5p per mile up to a maximum of £15 per passenger
- All reasonable 'other expenses' will be reimbursed in full. I.e. car parking and tolls.
- Use of a taxi, hire vehicles and air travel must first be approved by the Event Team
- No first class travel will be reimbursed.
- Catering costs to be capped at £5 for lunch and £10 for dinner – no alcoholic drinks can be claimed.

## Category B – National events via regional qualification

For members who have qualified through to the national event via a regional qualifier

National events for the following sports are within Category B:

- Angling – Boat, Coarse, Game, Shore
- Crown Green Bowl
- Indoor Bowls
- Football (Lewis Cup Finals)
- Pool
- Snooker
- Archery
- Cricket (Curtis Bennett Finals)
- Darts
- Golf
- Skittles
- Tenpin Bowling

All claims must be submitted via the online application form.

- Travel expenses will be reimbursed at **50% of total cost** (e.g. private car mileage, public transport, air)
- Use of a taxi, hire vehicles and air travel must first be approved by the Event Team

- Passengers – 5p per mile up to a maximum of £15 per passenger. Up to 4 passengers can be claimed for.
- All reasonable 'other expenses' will be reimbursed in full. I.e. car parking and tolls.
- No first class travel will be reimbursed
- Accommodation will be reimbursed in full. If you book your own accommodation independently of a CSSC offering, then that must be justified and may not be fully reimbursed. Receipts must be provided, or your claim will not be processed.

There is no cap for national events for those that qualify from the regional events other than only **50% of travel expenses** can be claimed.

### **Category C - National events via direct entry**

National events for the following sports are within Category C:

- Angling – Coarse, Game, Shore, Boat, Pike, Open Shore
- Archery
- Athletics
- Badminton
- Basketball
- Bowls - Flat Green
- Bowls Indoor
- Crown Green Bowls
- Cricket
- Cycling
- Darts
- Fencing
- Football
- Golf
- Hockey
- Karting
- Netball
- Pool
- Racketball
- Sailing (IDOR\* & Dinghy)
- Skittles
- Snooker
- Squash
- Swimming
- Table Tennis
- Target shooting
- Tennis
- Tenpin Bowling
- Volleyball

Costs for use of a private car are assessed on the basis of mileage and will be as follows:

- Driver - **25% of mileage costs** up to **£30**
- Passengers – 5p per mile, up to a maximum of £15 per passenger
- Costs for use of **public transport will be 25% of costs** up to **£30**

If overnight accommodation is booked centrally by CSSC HO then CSSC will provide the cost figure to be assumed for rebate purposes. If you book your own accommodation then that is the cost for claim purposes, but if you book your own accommodation independently of a CSSC offering then that must be justified. Costs will be rebated as follows:

- **25% for each night only**. Up to a maximum of £30
- Subject to a maximum claim of **£60** the current full annual CSSC subscription

The cost assessment must be submitted to the Event Team. All members are limited to a total claim within the calendar year of **two times** the current full annual subscription totalling **£120**

*\*The costs of participating in IDOR sailing events includes staying on the boat overnight. These costs can be submitted as accommodation costs allowing members to receive up to £60 per event for accommodation (full terms above).*

## Category D

Regional Competitions & Qualifiers for the following sports are within Category D:

- Angling – Boat, Coarse, Game, Shore
- Archery
- Bowls – Crown Green, Indoor Bowls
- Darts
- Five a side Football
- Golf
- Pool
- Skittles
- Snooker
- Tenpin Bowling

Costs for use of a private car are assessed on the basis of mileage and will be rebated as follows:

- Driver - **25% of mileage costs** up to **£30**
- Passengers – 5p per mile, up to a maximum of £15 per passenger
- Costs for use of **public transport will be 25% of costs** up to **£30**

If the event requires you to make a round trip exceeding **200 miles** you are eligible to stay overnight in the vicinity of the event. The cost of that accommodation will be rebated as follows:

- **25% for each night only**. Up to a maximum of the current full annual CSSC subscription
- Subject to a maximum of **£30**, half the current full annual CSSC subscription.

- The cost assessment must be submitted to the Event Team. All members are limited to a total claim within the calendar year of **two times** the current full annual subscription totalling **£120**

## **Category E**

All CSSC days out and residential trips are within category E:

- Barbados Sports Tour
- Scuba Diving
- Cycling trips
- Non qualification regional events & Other sporting leisure events
- Skiing
- Surfing
- Hill Walking

**No expenses to be claimed.**

## **Terms and Conditions - General**

- All events must be administered by the Events Team at CSSC Head Office to qualify for any claim.
- All claimants (and their passengers if relevant) must be current and active members of CSSC
- All claims submitted should be based on one person's travel and accommodation. Group claims will be rejected.
- All completed claim forms should be submitted no later than three months after the event.
- All claims should only be made if not funded from any other body or organisation (including WA's)
- The entry fee for an event can cover many cost elements, such as facility hire, equipment hire, coaching, refreshments, accommodation, only the accommodation element of an event can be submitted as a cost for claim purposes.
- Applicants must make every effort to ensure that their travel and accommodation arrangements are cost-effective and necessary, in the same way that they would for business travel. Claims for accommodation will be carefully scrutinised and rejected if there was not a good reason for it.

- Full details of mileage and other costs of your travel and accommodation should be entered on the form. The receiving authority will assess what is due.
- The minimum claim amount is £5. Claims under £5 will be declined.

### **Travel by Car**

- Claims for travel by car will be paid at the CSSC rate of mileage shown below. Every effort should be made to car share to the event venue and passenger(s) details should be clearly shown on the claim form.
- Mileage rates are the same for petrol and diesel vehicles – 25p/mile.
- It should be noted that claims will be subject to a check on mileage and, if necessary, adjusted accordingly.
- The rate of 5p per mile per passenger up to a maximum of £15.00 per passenger (return journey) may be claimed for other competitors and/or match officials travelling in the same car. Such passengers will not be eligible to claim travel costs in their own right, except for travel to and from the pick-up point.

### **Travel by Public Transport**

- All claims for travel by public transport must be accompanied by the relevant tickets or receipts. Where it is likely that the tickets will be surrendered for inspection or on arrival, a suitable receipt should be obtained at the time of purchase. Every effort should be made to secure the cheapest ticket available for the journey e.g. Saver, Super Saver, Apex or other discounted tickets. Under no circumstances will the cost of first class travel be reimbursed.
- Taxi fares are only allowed if there is no other form of transport available and must be approved beforehand by the Event Team.

### **Accommodation Costs – Category D only**

- If necessary, accommodation can be booked privately for any event, e.g. because of an early start or late finish or where accommodation is an integral part of the event and not already available via CSSC.
- Accommodation costs may only be claimed for events where the return journey to the venue exceeds 200 miles. The 200 miles is the round trip journey door to door and does not include picking up passengers.
- It is important that you state why accommodation was needed/required. When booking accommodation yourself, every care must be taken to obtain the best rate available. Only bed & breakfast will be admissible.

- The costs of participating in IDOR sailing events includes staying on the boat overnight. These costs can be submitted as accommodation costs allowing members to receive up to £60 per event for accommodation (Category C).

### **Car Parking & Toll Roads – Category C & D only**

- 25% of your car parking can be claimed up to a maximum of £15 providing a receipt is provided.
- 25% of your Toll charge can be claimed up to a maximum of £15 providing a receipt is provided.

### **Travel by air or Car & Mini Bus Hire**

- Members wishing to travel to an event by air, or who wish to hire a vehicle (coach, minibus or car etc) to travel to the event, should, in all cases, seek advance approval from the CSSC Event Team ([events@cssc.co.uk](mailto:events@cssc.co.uk)). It is important you state why you need to hire a vehicle.
- Hire cars and buses will receive 50% of the hire cost and the mileage at 25p per mile (unless the fuel is included in the hire fee). However, the amount rebated will be capped depending on the event category.
- Claims which have not received prior approval will be rejected. If approved, receipts must be attached to the claim.

### **Processing of claims**

- All claims should be submitted via the online application form. If you are experiencing difficulty with the online form, please contact the events team on [events@cssc.co.uk](mailto:events@cssc.co.uk).
- Claims will be processed in good time. Expense claims that are not fully completed or are submitted for payment without adequate evidence of expenditure may be subject to delay and/or rejection
- Claims must be made within three months after the event or they will be rejected.
- 10 working days to be reviewed. Then up to two weeks to be processed by finance team.

### **Advice**

- If, after reading these guidance notes, you remain unsure about the completion of your expense claim form, please contact the Event Team ([events@cssc.co.uk](mailto:events@cssc.co.uk)) for advice.

### **Current rates for assessing expense claims**

As of 1 January 2025, the cost of a private vehicle using petrol or diesel is assessed at 25p/mile.

The full annual membership subscription for 2025 is £59.88.

All members are limited to a total claim of £120 per calendar year for the national events and regional events, categories C and D.

Representative matches members still receive up to 100% of their expenses.

**Summary Table** - For full terms and exclusions see details in policy above. The percentages show the proportion of expenses that will be returned to the member, along with any limits.

<b>Category</b>	<b>Travel</b>	<b>Passengers</b>	<b>Other Travel</b>	<b>Accommodation</b>	<b>Other</b>
<b>A Representative</b>	100%	5p per mile up to a maximum of £15 per passenger	Car parking and tolls	100%	£5 for lunch and £10 for dinner
<b>B National Qualifiers</b>	50%	5p per mile up to a maximum of £15 per passenger	Car parking and tolls	100%	None
<b>C National Direct entry</b>	50% - up to £30	5p per mile up to a maximum of £15 per passenger	Car parking and tolls – 25% up to £15	25% for each night. Max of £30 per night. Max of £60 per event.	None
<b>D Regionals</b>	25% - up to £30	5p per mile up to a maximum of £15 per passenger	Car parking and tolls – 25% up to £15	25% for each night (travel 200 miles+) Max of £30 per night. Max of £30 per event.	None
<b>E Other</b>	None	None	None	None	None