

## MALLOW ATHLETIC CLUB ("MAC") Expense policy

Our policy about claiming for expenses associated with specified events or training and development courses.

### **Officials**

Costs directly associated with training and development of officials will be met by the club. This is aimed at course fees, fuel / travel, necessary materials etc. Receipts or payment evidence is needed to make a claim. Courses to be agreed in advance with the Chairman.

### **Coaches**

Costs directly associated with training and development of coaches will be met by the club on presentation of receipts or proof of payment. Courses are to be agreed with the Chairman and must fit with the coaching development plan.

The club will consider reimbursing part or all of other costs on a case by case basis.

### **Athletes**

#### **National Events:**

Where a MAC athlete is selected to represent Cork County at National Level the club will pay €50 expenses towards the cost of travelling to the event. Evidence of participation and expenses are required along with prior notification to Ladies or Gents Club Captain of selection for the County team.

This claim is limited to one claim per event and a maximum of two claims per annum i.e. a maximum of €100 per athlete per annum.

#### **International Events:**

Where a MAC athlete is selected by a national sports body (AAI, OCI, IMAA etc) to represent Ireland the athlete may apply in writing for a one off annual reimbursement of expenses up to a maximum of €250 for the event. The amount of the reimbursement will be decided by committee on application.

For the avoidance of doubt self-selection to run in national and international events will not be considered.

### **How to claim**

To make a **travel expenses claim** please email the Club Treasurer and include details and evidence of expenses and your claim. For further information please contact Club Chairman, Secretary or Treasurer.

### **Commencement date**

This policy comes into effect from 1st June 2018 as approved at the committee meeting on 21<sup>st</sup> May 2018.