



Rugby Fives Association

Expenses Policy

Including travel, accommodation, subsistence and other expenses

Purpose: To assist younger players to attend important tournaments relevant to their development as players

Effective from: September 2024

1. Scope

1.1. The policy sets out the rules for claiming travel, accommodation, subsistence and other expenses incurred in connection with attending eligible matches and tournaments organised by the Rugby Fives Association (“RFA”).

1.2. The policy applies only to students in full time school or university education (and under the age of 25 years) travelling as an individual who might otherwise not be able to afford to cover their costs of travelling to participate in an eligible RFA competition.

1.3 Students travelling as part of a school group attending a competition are NOT eligible

1.3. For the avoidance of doubt this policy supersedes any other RFA guidance on travel and expenses.

1.4. The policy was approved by the RFA Board on 19th September 2024 and is effective from that date.

1.5. The policy will be reviewed annually and any changes approved by the RFA Board

1.6. The updated policy will be published on the RFA’s website, together with an on-line application form.

2. Principles

2.1. Responsibility for compliance with this policy rests with students making claims (“the claimant”) for the reimbursement of expenses and their approving tournament organiser/match manager (“the authoriser”).

2.2. The RFA assumes no obligation to reimburse expense claims that are not compliant with this policy.

3. Individual Responsibility

3.1. This policy attempts to assist claimants and authorisers to understand what can and cannot be claimed for and what is considered reasonable. In the interests of value for money and to support the appropriate use of RFA funds, claimants are expected to be prudent in their spending. Authorisers are required to be diligent in their review and approval of expenses to avoid the RFA incurring any unnecessary expense.

4. Claiming Expenses

4.1. Claimants should submit expense claims within one month of the tournament taking place except where there is an agreed reason for delay. The tournament organiser/match manager (or the General Secretary) will authorise the claim.

4.2. It is the authoriser’s responsibility to ensure claims adhere to the RFA’s expenses policy and are authorised as soon as possible to minimise delay in payment. Items that do not adhere to the policy must be challenged.

4.3. All receipts (for example, itemised bills or invoices) showing proof of payment must be attached to the expense claim. Mileage claims will be paid based on verified travel distance

4.4 All claims must be submitted to the Treasurer by the authoriser

5. Allowable expenses

A limit of £50 subsistence allowance per night towards accommodation and/or meals (£70 in London) and £80 towards return travel can be claimed by a player for an eligible tournament. All claims must be supported by itemised bills and proof of payment. Claims up to a total of £400 can be claimed in one season by an individual.

5.1. Travel by car (mileage paid at 20 pence per mile, based on return distances according to Google Maps)

5.2. Standard class rail travel

5.3. Other public transport (i.e. bus/coach)

No other expenses are permissible.

6. Eligible competitions

The following tournaments are eligible for expenses claims:

British Universities Championships (BUSF)

National U25 Championships

Challenger Tournaments

RFA Open and National Championships