

## **Travel Expenses and ULEZ**

*The policy below is from the document "Officials Expense Allowances 2024 version 20231129". It is expected to apply during all of 2024 but any later version of this document could amend it.*

Generally – we do not pay travel expenses for officials travelling to SCAA events within the county regardless of where the official resides.

### **Special London ULEZ Consideration**

As a short-term measure to limit disruption of our events, SCAA will reimburse the ULEZ fee in specific circumstances as follows:

Surrey officials, resident outside the expanded ULEZ, that are only able to use a non-compliant car, to travel to an event inside the ULEZ may claim back the ULEZ fee (but not any fines) incurred.

### **Expense Claims**

Claims must be made by email to [treasurer@surreyathletics.uk](mailto:treasurer@surreyathletics.uk).

1. Claims must reach the Treasure within one week of the meeting.
2. Late claims will not be accepted.

Please include:

- Details of meeting
  - Name and date of meeting.
  - Your Name
  - Amount claimed.
  - Receipts must be attached for the ULEZ payment you have made. •
- Your bank details for payment; ○
  - Name on Account, Sort Code and Account Number.