

<b>DEFENCE INSTRUCTIONS AND NOTICES</b> (Not to be communicated to anyone outside HM Service without authority)	
<b>Title:</b>	Travel at Public Expense for Army Sport
<b>Audience:</b>	All Army Personnel
<b>Applies:</b>	Immediately
<b>Expires:</b>	When rescinded or replaced
<b>Replaces:</b>	2008DIN10-034
<b>Reference:</b>	2010DIN10-034
<b>Released:</b>	August 2010
<b>Channel:</b>	10 Sports and Social Events
<b>Subject:</b>	Rules for claiming travel costs for representative Army sport
<b>Content:</b>	Procedure to be followed to enable individuals to claim travel at public expense for representative Army sport from the Representational Sport Travel Budget
<b>Sponsor:</b>	Army Sport Control Board (ASCB)
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<b>Keywords:</b>	Representative Sport, Travel Claims, Application, Procedure
<b>Related info:</b>	
<b>Classification:</b>	UNCLASSIFIED

## **TRAVEL AT PUBLIC EXPENSE FOR ARMY SPORT**

References:

- A. JSP 752 Tri Service Regulations for Allowances.
- B. 2008DIN10-034 Travel at Public Expense for Sport.
- C. 2007DIN01-105 Status of Sports in the Services.
- D. JSP 800 Transport and Movement Regulations.

## **INTRODUCTION**

1. Reference A, Tri Service Regulations for Allowances, Chapter 4, Section 8 is the definitive authority for sport travel at public expense. This expenditure can either be charged to a Unit Travel Budget (UTB) or the Representational Sport Travel Budget

(RSTB). This instruction is only concerned with the latter and replaces Reference B which should be destroyed.

2. Travel at public expense is only admissible for Synopsis and Recognised sports. Reference C gives the maximum number entitled to travel to fixtures at public expense which, for convenience, is at Annex A. Angling travel is restricted as given in Note 1 to Annex A to Reference C. Travel at public expense is not admissible for fixtures where 'gate money' is charged e.g. Army v Royal Navy at Twickenham.

3. Further details on Road, Rail and Ferry travel can be found in Volume 2 to Reference D.

### **REPRESENTATIVE SPORT**

4. Representative sport comprises the following categories:

- a. Individuals selected to represent their Corps, Formation, Army or Combined Services (CS).
- b. Individuals and teams succeeding to quarter-final, semi-final and final rounds of all official Army Cup competitions.
- c. Individuals attending such competitions or matches as a certified match official or as a nominated member of the relevant Sports Committee.
- d. Individuals acting as a member of a Sports Committee summoned to attend a meeting of an Army or CS Sports Association/Union called or authorised by Sec ASCB or Sec CS Sport Board (CSSB).
- e. Individuals from a unit nominated to provide essential support at a major competition or match and Military Bands tasked to play at such a competition or match, as authorised by Sec ASCB.

### **FIXTURES**

5. UK.

- a. Combined Services. Sec CSSB authorises CS fixtures for which travel at public expense is admissible.
- b. Army. Sec ASCB authorises Army fixtures for which travel at public expense is admissible, which are published bi-annually by ASCB. Any changes to published fixtures must be approved in advance by Sec ASCB.
- c. Corps. Sec ASCB authorises Corps fixtures for which travel at public expense is admissible. Corps fixtures are submitted to Sec ASCB and published bi-annually by the appropriate Corps Secretary. Corps (UK) versus Corps (BA (G)) fixtures may be arranged, but travel at public expense is not admissible. Fixtures for which travel at public expense is admissible are limited to:
  - (1) Annual Inter Corps Championship or Competition.
  - (2) Four other military fixtures (e.g. RM, RMAS).

(3) Three civilian fixtures.

d. Formation. Formation fixtures (e.g. Div/Bde) must be authorised in advance by Sec ASCB.

6. BA (G).

a. Army. Sec BA (G) Sport Board (SB) authorises BA (G) Army fixtures, for which travel at public expense is admissible, which are published bi-annually by BA (G) SB. Any changes to published fixtures must be approved in advance by Sec BA (G) SB.

b. Corps. Sec BA (G) SB authorises BA (G) Corps fixtures for which travel at public expense is admissible, which are published bi-annually by BA (G) SB. Fixtures are limited to a BA (G) annual Inter Corps Championship or Competition. Where such a Championship or Competition cannot be organised, individual Inter Corps fixtures may be played as authorised in advance by Sec BA (G) SB.

c. Formation. Formation fixtures (e.g. Div/Bde) must be authorised in advance by Sec BA (G) SB.

7. Cyprus. SO2 J7 PD HQ BF Cyprus authorises Cyprus fixtures in advance, copy to Sec ASCB, for which travel at public expense is admissible.

8. Rest of the World. Any other fixture must be authorised in advance by Sec ASCB.

## **TEAMS**

9. Army. Each Association/Union is authorised to field one of the following teams as applicable for which travel at public expense is admissible:

a. Senior team.

b. Development team – Academy, U20, U23, U25 (Basketball, Cricket, Football, Hockey, Rugby League and Rugby Union only).

c. Women's team.

d. Veterans Team (Football Crusaders, Hockey, Rugby League, Rugby Union and Lawn Tennis only).

10. Corps. Each Corps is authorised to field one of the following teams as applicable for which travel at public expense is admissible:

a. Senior team.

b. Women's team.

c. An A and B team in 'low number' sports where historically teams have been fielded (Squash and Lawn Tennis only).

## **PROCEDURE**

11. Admin Orders, Calling Notices and equivalent instructions authorising travel at public expense for authorised fixtures are to give details of all individuals selected. Since the introduction of JPA, and the way Defence Travel is booked, there are different requirements for each method of travel when making bookings and claims as follows.

a. Own Vehicle/Public Transport.

(1) The following rules must be applied:

(a) Travel by private motor vehicle is not permitted at public expense if, as a result, seats would be left empty in any officially provided transport.

(b) When rail travel is necessary, rail warrants/Service arranged tickets are to be used. Standard class travel only is permitted, regardless of rank.

(c) For bus or other public transport, actual costs may be claimed.

(d) When travel at public expense is authorised, MMA at PCR may be claimed together with the appropriate rate of passenger allowance for each eligible passenger. Spectators are not classed as eligible passengers.

(2) MMA at PCR is claimed personally via i-expenses using drop down menus. For bus or other public transport, claim actuals via i-expenses using appropriate drop down menus. In all cases, claimants use their own unit UIN, but select **Claimant Type** 'Representative Sport'. Underneath, there is a 'Justification' free text box in which you must enter the sport, event and date. This will ensure the cost is charged to the RSTB. **If this is not done the claim may be rejected.**

b. Vehicle Hire.

(1) UK White Fleet Contract Hire. Units are to use Budget UIN A4029A and Purpose of Travel Code (POT) 16. They should also quote their own or bidders unit UIN on the FMT 1000.

(2) Overseas Car Hire. Bookings can be made via EBIS or the Hogg Robinson Travel Centre. More details can be found within the Defence Travel intranet site.

(3) Fuel. In all cases, vehicles are delivered with full fuel tanks and should therefore be returned full at the end of the hire. If a vehicle is not refuelled any fuel costs will be charged direct to unit budgets, and these can be very costly compared with MOD provided fuel. Thus MOD facilities should be used whenever possible. If this is not possible users are advised to refuel themselves and claim via i-expenses using their own unit UIN but selecting **Claimant Type** 'Representative Sport' from the drop down menu. Underneath, there is a 'Justification' free text box in which you must enter the sport, event and date. This will ensure the cost is charged to the RSTB. **If this is not done the claim may be rejected.** Alternatively, a MOD

Unit/Branch who is a frequent user of Short Term Hire may be able to supply a Fuel Agency Card.

c. Air Travel. Your local or Div HQ travel cell should make the booking utilising the new Defence Travel air booking system. From the drop down menu, units should use the bidders unit UIN, Service Code 8 and POT Code 16. Costs will default via the POT Code to the RSTB.

d. Ferry Travel. Your local or Div HQ travel cell are to be used to make bookings until the roll out of ferry travel into Defence Travel.

12. Every effort is to be made to ensure costs are the minimum necessary to meet the requirement, with transport being shared wherever possible. Expenditure from RSTB is closely monitored by the Programme Budget Wing APC Glasgow, who will challenge expenditure as appropriate.

13. Subsistence allowance is not admissible for sport, except in accordance with the provisions of para 03.0115.h. to Reference A, namely for organisers of official Service sport, members of Sports Committees attending authorised meetings and key safety officials in major canoeing and winter sports competitions. Subsistence allowance is claimed using i-expenses, using own unit UIN but selecting **Claimant Type** 'Representative Sport'. Underneath, there is a 'Justification' free text box in which you must enter the sport, event and date. This will ensure the cost is charged to the RSTB. **If this is not done the claim may be rejected.**

14. Help Desk. In the event of any difficulties making JPA claims, the JPA Help Desk telephone number is 94561 3600.

### **UNIT TRAVEL BUDGETS**

15. All other sport travel at public expense is charged to the UTB and normal unit travel budgetary procedures will apply. Where applicable such travel should be treated as duty travel and if applicable POT code 17 should be used.

### **MEETINGS**

16. Army Associations/Unions are authorised to hold one AGM and up to 3 other categories of Committee meetings per year, for which travel at public expense is admissible. Any additional meetings must be non-publicly funded. Corps meetings are not admissible.

### **TRIALS**

17. Army Associations/Unions are authorised to hold one Army pre-season trials per sport per discipline per year, for which travel at public expense is admissible. Corps trials are not admissible.

### **CONTACT DETAILS**

18. Contact details are:

a. Sec CSSB. Clayton Bks, ALDERSHOT, GU11 2BG; Tel: Aldershot Mil 3582;  
Email: [cssb@ascb.uk.com](mailto:cssb@ascb.uk.com) .

b. Sec ASCB. Clayton Bks, ALDERSHOT, GU11 2BG; Tel: Aldershot Mil 3693;  
Email: [secretary@ascb.uk.com](mailto:secretary@ascb.uk.com).

c. Sec BA (G) SB. HQ UKSC (G), BFPO 140; Tel: Rheindahlen Mil 2545;  
Email: [UKSCG-BAG-SportsBoard-GenSec@mod.uk](mailto:UKSCG-BAG-SportsBoard-GenSec@mod.uk).

d. SO2 J7 PD HQ BF Cyprus. BFPO 53: Tel Episkopi Mil 3092;  
Email: [BFC-J3 SO2 PAT@cyp.mod.uk](mailto:BFC-J3 SO2 PAT@cyp.mod.uk) .

Annex:

A. Number Authorised to Travel at Public Expense.

**ANNEX A TO  
ASCB TRAVEL DIN**

**NUMBER AUTHORISED TO TRAVEL AT PUBLIC EXPENSE**

Serial (a)	Sport (b)	Discipline (c)	Competitors – See Note 1 (d)	Committee Members (e)
1.	Angling	Coarse	20	2
		Game	14	2
		Sea (Boat/Shore)	15	2
2.	Association Football		22	3
3.	Athletics	Track and Field	36	3
		Cross Country	12	2
		Marathon/Road	8	2
		Tug of War	12	2
4.	Badminton		12	2
5.	Basketball		13	2
6.	Boxing		17	3
7.	Canoeing	Sprint/Marathon	14	2
		Slalom	14	2
		Surf	8	2
		Wild Water	14	2
		Polo	10	2
8.	Climbing - Indoor		11	2
9.	Cricket		18	3
10.	Cycling		6	2
11.	Equestrian	Show Jumping / Eventing	10	2
12.	Fencing		14	2
13.	Gliding/Hang/Para		20	2
14.	Golf		11	2
15.	Hockey		18	3
16.	Ice Hockey		Contact	Sec ASCB
17.	Judo		12	2
18.	Lawn Tennis		9	2
19.	Martial Arts		12	2
20.	Modern Pentathlon		5	2
21.	Netball		14	2
22.	Parachuting/Parascending		10	2
23.	Polo		6	2
24.	Rounders		12	2
25.	Rowing		18	2
26.	Rugby League		20	3
27.	Rugby Union		25	3
28.	Sailing	Off-shore	11	2
		Dinghy	11	2
		Windsurfing	10	2
29.	Squash Rackets		6	2
30.	Swimming		19	3
		Diving	6	2
		Water Polo	14	2
31.	Table Tennis		6	2
32.	Target Shooting	Full Bore Target	20	2

Serial (a)	Sport (b)	Discipline (c)	Competitors – See Note 1 (d)	Committee Members (e)
		Rifle		
		Small Bore Target Rifle	20	2
		Target Pistol	12	2
		Clay Target	25	2
33.	Triathlon		15	2
34.	Volleyball		16	2
35.	Waveriding/Surfing		10	2
36.	Winter Sports	Alpine	12	2
		Bobsleigh	10	2
		Luge	8	2
		Nordic/Biathlon	8	2
		Skeleton	8	2
		Snowboard	10	2

Note:

1. Includes Team Manager, Coach etc.