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| **Defence Instructions and Notices**  (Not to be communicated to anyone outside HM Service without authority) | |
| **Title:** | Travel at Public Expense for Army Sport |
| **Audience:** | All Regular and Army Reserve personnel |
| **Applies:** | 1 Apr 18 |
| **Expires:** | When rescinded or replaced |
| **Replaces:** | 2016DIN10-023 |
| **Reference:** | **2018DIN10-021** |
| **Status:** | **Current** |
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| **Channel:** | 10 Sports and Social Events |
| **Content:** | Eligibility for travel at public expense for Army sport and the procedure to be followed by eligible personnel when claiming against the Representational Sport Travel Budget (RSTB) |
| **Sponsor:** | HQ Army Sport Control Board |
| **Contact:** | Lt Col G Ehlen – Ops Offr Tel: 94222 7058/01252 787058; Email: gehlen@ascb.uk.com  Army Sport Control Board (ASCB), Mackenzie Building, Fox Lines, Aldershot GU11 2LB. |
| **Keywords:** | Army, Sport, Travel, Public Expense |
| **Local Keywords:** | Representative Sport, Sports Fixtures, Travel Claims, Procedure, Application |
| **Supplements:** | None |
| **Related Info:** | www.armysportcontrolboard.com |
| **Classification:** | OFFICIAL |

**TRAVEL AT PUBLIC EXPENSE FOR ARMY SPORT**

References:

1. [JSP 660 - Sport in the UK Armed Forces](http://defenceintranet.diif.r.mil.uk/Reference/DINsJSPs/Pages/JSP660.aspx)
2. [AGAI Vol 1 Chap 5 - Sport in the Army](http://defenceintranet.diif.r.mil.uk/libraries/corporate/Army/Publications/AGAI_005.pdf)
3. [JSP 752 Part 2, Chap 4, Sect 2 Sports Travel](http://defenceintranet.diif.r.mil.uk/Personnel/Military/Remuneration/Pages/JSP752.aspx)
4. [JSP 800 Vol 5 edition 5 - Transport Movement Regulations (Road Tpt)](http://defenceintranet.diif.r.mil.uk/Reference/DINsJSPs/Pages/JSP800.aspx)
5. [2014DIN01-131 - Utilisation of Defence Travel](http://defenceintranet.diif.r.mil.uk/libraries/corporate/DINSpersonnel/2014/2014DIN01-131.pdf)
6. [2018DIN10-017 - Overseas Sports Visits](http://defenceintranet.diif.r.mil.uk/libraries/corporate/DINSsports/2018/2018DIN10-017.pdf)
7. [JSP 800, Volume 2 Part 2, Table 9](http://defenceintranet.diif.r.mil.uk/Reference/DINsJSPs/Pages/JSP800.aspx)
8. [JSP 752 Part 2, Chap 3 - Subsistence Allowance](http://defenceintranet.diif.r.mil.uk/Personnel/Military/Remuneration/Pages/JSP752.aspx)
9. [JSP 800 Vol 5, Leaflet 10](http://defenceintranet.diif.r.mil.uk/Reference/DINsJSPs/Pages/JSP800.aspx)

# INTRODUCTION

1. The aim of sports travel is to assist service personnel with the cost of any official journeys whilst participating in authorised sporting events. Reference A, is the overarching policy for Sport within the Armed Forces and Reference B, the Army’s policy regarding sport in the Army. Reference C, is the definitive authority for sport travel at public expense. Sports travel expenditure may be charged to a Unit Travel Budget (UTB) or the Representational Sport Travel Budget (RSTB). This instruction deals with travel that is associated with Representative level sport.

1. Travel at public expense is admissible for Category 1 and 2 sports**[[1]](#footnote-1)** for both the Regular Army and the Army Reserve. Reference A, provides details of the maximum number entitled to travel to fixtures at public expense[[2]](#footnote-2). The number of sports association committee members permitted to travel at public expense is also restricted iaw Reference A. Event officials are to be kept to the minimum necessary to conduct the event safely in accordance with National Governing Body (NGB) rules.
2. Travel at public expense is not admissible for fixtures where ‘gate money’ is charged and the sport benefits financially, such as Army v Royal Navy at Twickenham, Inter Service 20/20 cricket at Lords etc.

1. Further details on Road, Rail and Ferry travel can be found within Vol 2 & 5 to Reference D.

# REPRESENTATIVE SPORT

4. Representative sport comprises the following categories:

1. Individuals selected as a member of a representative Corps, Army or UK Armed forces (UKAF) team who take part in authorised competitions, games or matches.

1. Individuals and unit teams that compete in an authorised Army competition[[3]](#footnote-3) and who reach the quarter-final (as a minimum), semi-final and final rounds of a competition[[4]](#footnote-4).

1. Individuals attending the events as an official or as a nominated representative of the relevant Sports Association/Union committee.

1. Individuals that attend an Army or UKAF Sports Association/Union or any other official meeting authorised by the ASCB or the UKAF Sport Board in their role as an official member of a Sports Committee or Army/Corps sports association/club.

1. Acting as a Service Representative attending General Meetings of a Sports NGB. However, if a Service person is elected to a sub-committee within the NGB, travel costs are not admissible from public funds.

1. Individuals nominated to provide essential support at a major competition or match.
2. Military Bands tasked to play at a competition or match, as authorised by HQ ASCB.

**TEAMS**

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

* 1. Senior Mixed or Senior Men’s team.

* 1. Senior Women’s Team (where applicable).

* 1. Development Team (Mixed or a Men’s or Women’s) – one of Academy, U20, U23, U25 - where participation and talent across the sport is sufficiently high and the team is authorised by HQ ASCB[[5]](#footnote-5).

* 1. Masters Team (Mixed Team or a Men’s and Women’s) - where participation and talent across the sport is sufficiently high and the team is authorised by HQ ASCB[[6]](#footnote-6).

* 1. Army Reserve Team[[7]](#footnote-7).

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

* 1. Senior Mixed or Senior Men’s Team.

* 1. Senior Women’s team (where applicable).

* 1. An A and B team in ‘low number’ sports where historically teams have been fielded such as Squash, Lawn Tennis and Golf.

* 1. Masters Team – where authorised by HQ ASCB such as Hockey.

**FIXTURES**

1. **UK.**

* 1. **UK Armed Forces.** The secretary of the UKAFSB authorises all UKAF sports fixtures where travel at public expense is admissible. Letters of authorisation will be issued by the Secretary of UKAFSB and any amendments must be approved by him personally.

* 1. **Army.** HQ ASCB authorises all UK based Army fixtures where travel at public expense is admissible. There is a restriction on the number of fixtures that can be played against Service or civilian teams. Details of the fixture are published bi-annually by HQ ASCB and can found on the ASCB website. Any proposed amendments to the fixtures must be submitted for approval in advance of the event/match/competition to the Ops Offr ASCB.

* 1. **Corps.** HQ ASCB authorises all UK based Corps fixtures where travel at public expense is admissible. Corps fixtures are to be submitted to HQ ASCB and published bi-annually by the appropriate Corps Secretary. Fixtures where travel at public expense is admissible are limited to:

* + 1. Annual Inter Corps Championship or Competitions.

* + 1. A maximum of four other military type events/matches/fixtures (e.g. RM v RMAS).

* + 1. A maximum of three civilian fixtures.

1. **Overseas.**

* 1. **BFG Army Fixtures.** GeneralSecretary BFG Sport Board (SB) authorises all BFG Army fixtures where travel at public expense is admissible. The events/matches/fixtures are published bi-annually by the BFG SB. Any proposed amendments to the fixtures must be submitted for approval in advance of the event/match/competition to the BFG SB.

* 1. **BFG Corps Fixtures.** BFG SB authorise all Corps fixtures where travel at public expense is admissible. The events/matches/fixtures are published bi-annually by BFG SB. Fixtures are limited to a BFG 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 BFG SB. An annual fixture between UK and Germany based Corps teams may be played if authorised by BFG SB.

* 1. **Cyprus Internal Fixtures.** SO2 J7 PD HQ BF Cyprus authorises all Cyprus fixtures in advance. Where travel at public expense is admissible a copy of the authority is to be forwarded to the Ops Offr, HQ ASCB. Travel from Cyprus for any sporting activities at public expense is not admissible. However, there are limited non-public funds available for sports travel which can be authorised by SO2 J7 PD HQ BFC.

* 1. **Rest of the World.** Any other sports fixture within an overseas location must be authorised in advance by the Ops Offr, HQ ASCB.

* 1. **Travel to UK from Overseas for Army Representation[[8]](#footnote-8)**. Travel at public expense is admissible iaw References A and C for personnel who are selected to represent the Army in the UK whilst serving on an overseas permanent or temporary assignment. The individual’s selection must be approved by the Sport Association Chairman and included in the Sport Association’s Calling Notice, and authorised by HQ ASCB. BFG SB will authorise personnel who are permanently based in North West Europe (NWE) to travel at public expense.

* 1. **Travel to UK from Overseas for Corps Representation[[9]](#footnote-9).** Travel at public expense is admissible iaw Reference A and C for personnel who are selected to represent their Corps in a fixtures in the UK whilst serving on an overseas permanent or temporary assignment. The individual’s selection must be approved by the Sport Association Chairman and included in the Sport Association’s Calling Notice, and authorised by HQ ASCB. BFG SB will authorise personnel who are permanently based in North West Europe (NWE) to travel at public expense.
  2. **Travel for Overseas Military Approved Competitions**. Participation at UKAF level in specific military team competitions taking place in Europe is authorised by the UK Armed Forces Sports Board e.g. The Kentish Cup.

* 1. **Travel for Winter Sports Approved Competitions in Europe**. Authorised participation in Army and Inter Service Championships Winter Sports and the participation of UK Armed Forces teams in the British Championships which all take place in Europe, is authorised in accordance with Reference A up to approved maximum per capita limits and **2018DIN07-077 Army European Winter Activity Instruction**.

* 1. **Travel for Overseas Competitions and Overseas Sports Visits**. Travel at public expense for overseas competitions or training camps as highlighted in Reference A are inadmissible unless exceptional authority has been approved for Defence Engagement activities and separate funding is authorised. Authority for on-duty status for personnel competing or officiating at an overseas fixtures must be requested in advance from the Ops Offr, HQ ASCB.

# TRAINING CAMPS/TRIALS

1. **Representative level.** Training of representative teams has two primary forms:

* 1. **Training Camps and Trials**. Representative teams are permitted to conduct training camps within the UK or overseas subject to OSV approval.
     1. Public funding for overseas training camps is inadmissible iaw References A and F.
     2. Public funding for UK based training camps is admissible. Army Sports Associations/Unions may conduct 1 x Army pre-season training camp or 1 x trial for each sport discipline per year in the UK.
     3. Further training sessions may be authorised by HQ ASCB for on duty status, however public funding is inadmissible
  2. **Pre-fixture training**. Representative teams may require authority to conduct pre-fixture training. If the training is directly linked to and just prior to an ASCB authorised fixture, authority for travel at public expense may also include pre-fixture training may be approved. If the pre-fixture training is a separate event and not linked to an authorised fixture then travel at public expense is inadmissible. However, pre-fixture training may still be authorised but travel will be either self or non-publicly funded.

1. Corps may conduct a training camp or trial prior to the sport season commencing, however representative travel at public expense is inadmissible and travel must be either self or non-publicly funded.

# MEETINGS

1. Army Associations/Unions are authorised to hold an AGM and up to 3 committee meetings each calendar year, for which travel at public expense is admissible. Any additional meetings must be either self or non-publicly funded.

1. Corps may conduct committee meetings, however representative travel at public expense is inadmissible and travel must be either self or non-publicly funded

**PROCEDURE**

13. 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.

1. **Travel from BFG.**

* 1. Prior to any type of sport travel being booked from BFG, Unit Leave & Movement Clerks (LMCs) are to seek approval from Gen Sec BFG SB using Form SB01 which can be found at: [http://defenceintranet.diif.r.mil.uk/Tools/Forms/Pages/Forms.aspx.](http://defenceintranet.diif.r.mil.uk/Tools/Forms/Pages/Forms.aspx)

* 1. On receipt of an endorsed SB01 from the BFG SB with Approval

Code, LMCs are authorised to request sport travel through the Sports Travel

Desk within the Bielefeld Travel Centre (BTC). Upon issue of authorisation from BFG SB, the BTC Sports Board Desk are the single Point of Contact (SPOC) for the booking. Amendments or cancellations of all sports travel booking for BFG based units must be approved by the BFG SB.

* 1. In all cases, BTC will book the most economical method of travel according to the procedures that follow, referring travel that exceeds £200 to the BFG SB for approval.

1. **Own Vehicle/Public Transport.** The following rules must be applied:

* 1. Prior to the use of a private motor vehicle, service transport must be sought. If not available, for audit purposes, a non-availability certificate must be obtained. Travel by private motor vehicle is then permitted at public expense, but not if as a result, seats would be left empty in any officially provided transport. **A Service person who uses their private motor vehicle for authorised duty journeys must ensure that the vehicle is insured for business use, has valid Road Tax and, if applicable, a current MOT.**

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

* 1. When rail travel is necessary, standard class travel only is permitted, regardless of rank.

* 1. For bus or rail travel, actual costs may be claimed using unit UIN against Representative Sport.

* 1. All travel expenditure including MMA @ PCR, Bus Tickets, Taxis etc (not Rail or Air Passage) are to be claimed by individuals using the JPA iExpenses tool. In all cases, claimants are to use their own unit UIN, but select **Claimant Type** ‘Representative Sport’. Within the ‘Justification’ free text box claimants are to enter the sport, event and date. This will ensure the cost is charged to the RSTB. **If this is not done the claim will be rejected by your unit HR.**

# Vehicle Hire

1. **UK.**

* 1. **UK White Fleet Contract Hire.** Units are to use Budget UIN A4029A and Purpose of Travel (POT) Code 16. They should also quote their own or bidders unit UIN on the FMT1000.

* 1. **Overseas Car Hire.** Bookings can be made via EBIS or the Army’s Travel tool. More details can be found on the Defence Intranet site under tools and Resources (Defence Travel). Individuals who do not have a valid log on with the Army Travel Tool may have to apply to their local travel cell for any transport.

1. **BFG.**

* 1. **UK or Overseas Car Hire.** Once in possession of a BFG SB

Approval Code, LMCs are to make bookings through the BTC, Sports Travel Desk, Catterick Barracks, Bielefeld, Tel: 94881 3380, Fax: 94881 3297, or email: [BFG-HQ-G4-BTC-groupmail@mod.gov.uk](mailto:BFG-HQ-G4-BTC-groupmail@mod.gov.uk) .

1. **Fuel – UK and BFG.** 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 JPA iExpenses using their own unit UIN but selecting **Claimant Type** ‘Representative Sport’ from the drop down menu. Underneath, there is a Justification’ free text box claimants are to enter the sport, event and date. This will ensure the cost is charged to the RSTB. **If this is not done the claim will be rejected by your unit HR.** Alternatively, a MOD Unit/Branch who is a frequent user of Short Term Hire may be able to supply a Fuel Agency Card.

1. **Air Travel.**

* 1. **UK.** Fmn 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.

* 1. **BFG.** Once in possession of a BFG SB Approval Code, LMCs are to make bookings through the BTC, Sports Travel Desk, Catterick Barracks, Bielefeld, Tel: 94881 3380, Fax: 94881 3297 or email: [BFG-HQ-G4-BTC-groupmail@mod.gov.uk](mailto:BFG-HQ-G4-BTC-groupmail@mod.gov.uk)

* 1. **Cyprus and other Overseas Locations.** Air Trooping[[10]](#footnote-10) should be used wherever possible, noting that travel for sport is limited to Concessionary Travel iaw Reference G. Where not available civ air is permissible through the Defence Travel air booking service.

1. **Ferry/Tunnel Travel.**

* 1. **UK.** Your local or Fmn HQ travel cell is to be used to make bookings until the roll out of ferry travel into Defence Travel.

* 1. **BFG.** Once in possession of a BFG SB Approval Code, LMCs are to make bookings through the BTC, Sports Travel Desk, Catterick Barracks, Bielefeld, Tel: 94881 3380, Fax: 94881 3297 or email: [BFG-HQ-G4-BTC-groupmail@mod.gov.uk](mailto:BFG-HQ-G4-BTC-groupmail@mod.gov.uk)

1. 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 Programme Budget Wing, APC Glasgow, who may request an explanation regarding unusual expenditure.

1. **Subsistence Allowance.** Subsistence allowance is inadmissible for sport, except iaw the provisions of JSP 752 para 05.0115h. Claims are to be submitted by individuals using the JPA iExpenses tool. In all cases, claimants are to use their own unit UIN, but select Claimant Type ‘Representative Sport’. Within the ‘Justification’ free text box claimants are to enter the sport, event and date. This will ensure the cost is charged to the RSTB. If this is not done the claim will be rejected by your unit HR.
2. **Help Desk**. In the event a claimant is unsure of what they are entitled to or how to make an iExpense claim they should liaise directly with their unit HR in the first instance. Additional support is available via the JPA Enquiry Centre who can be contacted via email [DBS-JPAC@dbspv.mo.uk](mailto:DBS-JPAC@dbspv.mo.uk) or telephone numbers are 94560 3600 or Freephone 0800085 3600.

# UNIT TRAVEL BUDGET (UTB)

17. All other sport travel at public expense must be conducted in accordance with Reference C and charged to the UTB and normal UTB budgetary procedures apply. Authorised travel should be treated as duty travel and if applicable POT Code 17 should be used.

# SPECTATORS AT SPORTS EVENTS

18. There is no authority for spectators to use the RSTB for any spectator travel. However, Reference I, provides authority for CO/HoE to authorise spectators to travel to recognised inter unit sports events, where there is no entry charge, up to a maximum distance of 60 miles each way, although an extension may be applied for through the TLB. Units are encouraged to support their team’s success in high levels of Army Cup competitions but must engage with your G8 Bde Sec staff to gain authorisation of the transport assets at the appropriate level against the unit’s travel budget.

# CONTACT DETAILS

19. Contact details are:

1. **Ops Offr HQ ASCB.** Address: ASCB, Mackenzie Building, Fox Lines, ALDERSHOT GU11 2LB; Tel: Mil: 94222 7058, Civ: 01252 78 7058; Email:

[gehlen@ascb.uk.com](mailto:gehlen@ascb.uk.com)

1. **Gen** **Sec BFG SB.** Address: HQ BFG, BFPO 140; Tel: Mil: 94881 2367, Civ: +49 (0)521 9254 2367; Email: [BFG-HQ-G1-SportsBd-ProjSpAsst@mod.gov.uk](mailto:BFG-HQ-G1-SportsBd-ProjSpAsst@mod.gov.uk) or [wendy.white100@mod.gov.uk](mailto:wendy.white100@mod.gov.uk)

1. **SO2 J7 PD HQ BF Cyprus.** Address: HQ BF Cyprus, BFPO 53: Tel: Mil: 94120 3092, Civ: 00357 25963092; Email: or [steven.douglas243@mod.gov.uk](mailto:steven.douglas243@mod.gov.uk)

1. **Sec UKAFSB.** Address: ASCB, Mackenzie Building, Fox Lines, ALDERSHOT GU11 2LB; Tel: Mil: 94222 7061, Civ: 01252 78 7061; Email: [ukafsb@ascb.uk.com](mailto:ukafsb@ascb.uk.com)

1. Part 1, Chapter 1, Annex D of Reference A; note Angling has particular restrictions. [↑](#footnote-ref-1)
2. Competitor numbers are to include Team Manager, Coach etc. [↑](#footnote-ref-2)
3. Where all preliminary rounds of a competition are combined in a single event e.g. Army Squash Champs, Army Cross Country Champs. Competitors may travel at public expense albeit should be by the most economical means. 4 BFG Teams may exceptionally be given authority by HQ ASCB to travel to a UK cup competition fixture in earlier rounds of inter unit team competitions during the drawdown phase in Germany (2018/19). [↑](#footnote-ref-3)
4. There is no authority for unit teams based outside UK or Germany to claim travel at public expense to compete in UK based cup competition. Non-public travel funding may be available from the local G7 PD Branch. [↑](#footnote-ref-4)
5. Development Teams authorised for Football, Rugby Union, Rugby League, Hockey, Cricket, Netball, Tennis, Squash, Cycling, and X Country. [↑](#footnote-ref-5)
6. Masters Teams authorised for Football, Rugby Union, Rugby League, Hockey, Cricket, Netball, Tennis, Squash, Cycling, Triathlon, Judo, Karate, and X Country. [↑](#footnote-ref-6)
7. To be authorised by HQ ASCB, only Football is currently recognised. [↑](#footnote-ref-7)
8. Selection of personnel who are assigned overseas and a key player and which their inclusion at Inter Service level is required may be approved by HQ ASCB and their travel funded at public expense. [↑](#footnote-ref-8)
9. Selection of personnel who are assigned overseas and a key player and which their inclusion at events such as Inter Corps finals is required may be approved by HQ ASCB and their travel funded at public expense. [↑](#footnote-ref-9)
10. Individuals who require additional baggage or an over-sized baggage allowance should request this via their Movements Cell prior to travel as their baggage may be required to be booked as freight iaw JSP 800 Vol 2. [↑](#footnote-ref-10)