



**PRESIDENT**

*Jess Poon*  
St Catharine's College  
jwsp4@cam.ac.uk

**MEN'S CAPTAIN**

*Oli Hector*  
Jesus College  
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**HONORARY SECRETARY**

*Leonie Brunning*  
Emmanuel College  
lmb219@cam.ac.uk

**CAMBRIDGE UNIVERSITY ATHLETIC CLUB**

THE PAVILION,  
WILBERFORCE ROAD, CAMBRIDGE,  
CB3 0EQ  
Est 1857

**WOMEN'S CAPTAIN**

*Jessica O'Flaherty*  
Robinson College  
jo460@cam.ac.uk

## **CUAC Reimbursement and Subsidies Policy 2024/25**

### **Competitions**

If the match is a club fixture (i.e. CUAC is competing as a club) without club transport, requests for travel expenses can be made to the Junior Treasurer, also informing the President. Such expenses must be approved in advance.

They may include transport by car on the understanding that multiple CUAC athletes travel.

Payment will not be made for an amount a) anything above actual costs, or b) greater than the cheapest mode of transport (i.e. if a train ticket is £10 and there is no lower fare on any other transport, £10 per person will be reimbursed, regardless of the mode of travel), nor.

CUAC will reimburse the cheaper of the two options outlined below:

1. Mileage claims at a rate 25p/mile, ideally we would like a full car of athletes.
2. Rail fare to and from the competition, travelling via the cheapest method possible (i.e. off-peak, on an appropriate railcard).

For car mileage, Google Maps is to be used to calculate the route from Cambridge to the destination.

Online membership forms must have been completed and membership fees must have been paid to make you eligible to compete for CUAC. If you need to withdraw from an event due to injury, please let your captains know immediately. Failure to attend an event usually results in the club being issued a fine. Such fines, or those issued as a result of poor athlete behaviour will be passed directly to the athlete concerned.

For more information or to make a request, please contact the President and the Junior Treasurer in the first instance.

### **Physiotherapy\***

CUAC has a small portion of the budget set aside to assist athletes with physiotherapy costs. CUAC currently subsidises the cost of a physiotherapy appointment, such that the member is only required to pay £15 per half-hour appointment. Appointments with student physiotherapist trainees will be free of charge.

### **Indoor Training\***

Where additional indoor sessions are required by an event group, the club will endeavour to pay transport costs (but not the training costs) of such trips. Interested squad leaders and athletes should contact the President prior to arranging such sessions, and such travel must be approved by the President and Junior Treasurer in advance.

\*not applicable for members under CUHH Summer Membership

### **Reimbursement Process**

All claims should be outlined on the claim form and emailed to Eleni Papafilippou at [ep670@cam.ac.uk](mailto:ep670@cam.ac.uk) with the following:

- Description of claim
- Cost
- Valid proof of payment
- Bank account details

CLAIM FORM ON NEXT PAGE ...



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**Date of Claim:**

*Receipts and signatures are required for all claims. Please attach them securely and post or email this form to Eleni Papafilippou, Jesus College, Cambridge, CB5 8BL, ep670@cam.ac.uk*

*If you have any queries please contact the Junior Treasurer, Eleni Papafilippou.*

*Please note that the refund rate is at 25p per mile*

Description of Claim	Cost
<b>Total Amount Claimed</b>	

Claimant Name	
Claimant Signature	
Bank Details	

