

Defence Instructions and Notices	
(Not to be communicated to anyone outside HM Service without authority)	
Title:	Travel at Public Expense for Army Sport
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TRAVEL AT PUBLIC EXPENSE FOR ARMY SPORT

References:

- A. JSP 660 - Sport in the UK Armed Forces.
- B. AGAI Volume 1, Chapter 5 Sport.
- C. JSP 752 Part 2, Chapter 4, Section 2 Sports Travel.
- D. JSP 800 Volume 5 Edition 5 - Transport and Movement Regulations (Road Transport).
- E. 2014DIN01-131 - Utilisation of Defence Travel.
- F. 2016DIN10-048 – Overseas Sports Visits.
- G. JSP 800, Volume 2, Part 2, Table 9.
- H. JSP 752, Part 2, Chapter 3 – Subsistence Allowance.
- I. JSP 800, Vol 5, Leaflet 10.

INTRODUCTION

1. The aim of sports travel is to assist personnel authorised to undertake travel to participate in official sporting events with the cost of those journeys. Reference A is the overarching policy for Sport in the Armed Forces and Reference B the Army's specific Sport

Policy. Reference C is the definitive authority for sport travel at public expense. Sports travel expenditure may either be charged to a Unit Travel Budget (UTB) or the Representational Sport Travel Budget (RSTB). This instruction is only concerned with the latter regarding travel for Representative level sport.

2. Travel at public expense is admissible for Category 1 and 2 sports¹ for both the Regular Army and the Army Reserve. Reference A gives the maximum number entitled to travel to fixtures at public expense². The number of sports association committee members permitted to travel at public expense is also restricted in accordance with Reference A. Event officials are to be kept to the minimum necessary to conduct the event safely in accordance with National Governing Body rules. Travel at public expense is not admissible for fixtures where 'gate money' is charged and the sport benefits financially, e.g. Army v Royal Navy at Twickenham, Inter Service 20/20 cricket at Lords.

3. Further details on Road, Rail and Ferry travel can be found in Volume 2 to Reference D and Volume 5 Edition 5 (Road Transport) at Reference D.

REPRESENTATIVE SPORT

4. Representative sport comprises the following categories:

- a. Individuals selected to represent their Corps, Army or UK Armed Forces (UKAF).
- b. Individuals³ and unit teams competing in authorised Army competitions who reach the quarter-final, semi-final and final rounds of competition^{4, 5}.
- c. Individuals attending such matches as a certified match official or as a nominated member of the relevant Sports Association/Union committee.
- d. Individuals acting as a member of a Sports Committee summoned to attend a meeting of an Army or UKAF Sports Association/Union called or authorised by HQ ASCB or the UKAF Sport Board.
- 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 HQ ASCB.

TEAMS

5. **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 Mixed or Senior Men's team.

¹ Part 1, Chapter 1, Annex D of Reference A; note Angling has particular restrictions.

² Competitor numbers are to include Team Manager, Coach etc.

³ Where all preliminary rounds of a competition are combined in a single event eg Army Squash Champs, Army Cross Country Champs, then all competitors may travel at public expense 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 (2017-2018).

⁵ 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. Some non public travel funding is available from the local G7 PD Branch.

- b. Senior Ladies Team (where applicable).
- c. Development Team (Mixed or Men's and Ladies) – one of Academy, U20, U23, U25 - where participation and talent across the sport is sufficiently high and the team is authorised by HQ ASCB⁶.
- d. Masters Team (Mixed or Men's and Ladies) - where participation and talent across the sport is sufficiently high and the team is authorised by HQ ASCB⁷.
- e. Army Reserve Team⁸.

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

- a. Senior Mixed or Senior Men's Team.
- b. Senior Ladies team (where applicable).
- c. An A and B team in 'low number' sports where historically teams have been fielded (Squash, Lawn Tennis, Golf).
- d. Masters Team – where authorised by HQ ASCB eg Hockey.

FIXTURES

7. **UK.**

- a. **UK Armed Forces.** Sec UKAFSB authorises UKAF fixtures for which travel at public expense is admissible. Authority letters are issued and any amendments must be cleared through Sec UKAFSB.
- b. **Army.** HQ ASCB authorises UK based Army fixtures for which travel at public expense is admissible; these are restricted to a reasonable number of fully justified fixtures played against Service or civilian teams and are published bi-annually by HQ ASCB. Any changes to published fixtures must be approved in advance by HQ ASCB.
- c. **Corps.** HQ ASCB authorises UK based Corps fixtures for which 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 for which travel at public expense is admissible are limited to:
 - (1) Annual Inter Corps Championship or Competition.
 - (2) Up to four other military fixtures (e.g. RM, RMAS).

⁶ Development Teams authorised for Football, Rugby Union, Rugby League, Hockey, Cricket, Netball, Tennis, Squash, Cycling, X Country.

⁷ Masters Teams authorised for Football, Rugby Union, Rugby League, Hockey, Cricket, Netball, Tennis, Squash, Cycling, Triathlon, Judo, Karate, X Country.

⁸ Must be authorised by HQ ASCB, only Football is currently recognised.

(3) Up to three civilian fixtures.

8. Overseas.

a. **BFG Army Fixtures.** Sec BA (G) Sport Board (SB) authorises BFG 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. **BFG Corps Fixtures.** Sec BA (G) SB authorises BFG Corps fixtures for which travel at public expense is admissible, which are published bi-annually by BA (G) 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 Sec BA (G) SB. An annual fixture between UK and Germany based Corps teams may be played as authorised by Sec BA(G) SB.

c. **Cyprus Internal Fixtures.** SO2 J7 PD HQ BF Cyprus authorises internal Cyprus fixtures in advance, copy to HQ ASCB, for which travel at public expense is admissible. There is no authority for Cyprus teams to travel at public expense to other locations off island to compete, however, a limited amount of non-public funds are available for sports travel and are authorised by SO2 J7 PD HQ BF Cyprus.

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

c. **Travel to UK from Overseas for Army Representation⁹.** Travel at public expense is admissible in accordance with References A and C for an individual selected to participate in a representative Army fixture in the UK from permanent overseas assignments (or other assignment types ie temporary, at the CO's discretion). The individual's selection must be approved by the Sport Association/Union Chairman and included in the Sport Association's Calling Notice, and authorised by HQ ASCB.

d. **Travel to UK from Overseas for Corps Representation¹⁰.** Travel at public expense is admissible in accordance with Reference A and C for an individual selected to participate in a Corps level representative fixtures in the UK from permanent overseas assignments (or other assignment types ie temporary, at the CO's discretion). The individual's selection must be approved by the Sport Association/Union Chairman and included in the Sport Association's Calling Notice, and authorised by HQ ASCB.

e. **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 eg The Kentish Cup.

f. **Travel for Winter Sports Approved Competitions in Europe.** Authorised participation in Army and Inter Service Championships Winter Sports and the

⁹ Selection from overseas for Army Representation should be exceptional, where the individual is a key player and on which the teams success at Inter Service level may depend.

¹⁰ Selection from overseas for Corps Representation should be exceptional, where the individual is a key player and on which the teams success at an Inter Corps final may depend.

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.

g. **Travel for Overseas Competitions and Overseas Sports Visits.** Travel at public expense for overseas competitions or training camps as described in Reference A is inadmissible except where stated in this para above and where Defence engagement activity has exceptionally been approved and separate funding authorised. Authority for overseas fixtures to be recognised as 'on duty' must be sought in advance from HQ ASCB and funded at non public expense.

TRAINING CAMPS/TRIALS

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

a. **Training Camps and Trials.** Representative teams can conduct training camps in UK or overseas. Chapter 3 to Reference A and Reference F cover overseas training camps which are entirely non-publicly funded. Army Sports Associations/Unions are authorised to hold one Army pre-season training camp or trials per sport discipline per year in the UK, for which travel at public expense is admissible. Further training sessions can be authorised by HQ ASCB for on duty status, however the use of public funding is inadmissible.

b. **Pre-fixture training.** Most representative teams require some pre-fixture training. If directly linked to and in the immediate vicinity of the fixture, the authority for travel at public expense can include the pre-fixture training. If the pre-fixture training is a separate event, not directly linked in time and location, then travel at public expense is inadmissible. Separate pre-fixture training may still be authorised but travel must be self or non-publicly funded.

10. Corps Training Camps/Trials are not admissible for Representative travel at public expense.

MEETINGS

11. 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.

12. Corps meetings are not admissible for Representative travel at public expense.

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.

a. **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 Sec BA(G) SB using BFG Form BA(G)SB01 which can be found at:
<http://defenceintranet.diif.r.mil.uk/Tools/Forms/Pages/Forms.aspx>.

(2) On receipt of an endorsed BA(G)SB01 from the BA(G) 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 BA(G) 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 BA(G) Sport Board.

(3) In all cases, BTC are to book the most economical method of travel according to the procedures that follow.

b. **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.**

(2) 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.

(3) When rail travel is necessary, standard class travel only is permitted, regardless of rank.

(4) For bus or rail travel, actual costs may be claimed using unit UIN against Representative Sport.

(5) 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.**

c. **Vehicle Hire**

(1) **UK.**

(a) **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 FMT 1000.

(b) **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.

(2) **BFG.**

(a) **UK or Overseas Car Hire.** Once in possession of a BA(G) 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: 29RLC-69SQN-BTC-SportsAsst.

d. **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 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.

e. **Air Travel.**

(1) **UK.** 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.

(2) **BFG.** Once in possession of a BA(G) 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: 29RLC-69SQN-BTC-SportsAsst

(3) **Cyprus and other Overseas Locations.** Air Trooping¹¹ should be used wherever possible, noting that travel for sport is limited to NCFP in accordance with Reference G. Where not available civ air is permissible through the Defence Travel air booking service.

f. **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.

(2) **BFG.** Once in possession of a BA(G) SB Approval Code, LMCs are to make bookings through the BTC, Sports Travel Desk, Catterick Barracks,

¹¹ Individuals should confirm with the Movements Cell the regulations for outsized baggage including sports equipment prior to travel as they may be required to be booked as freight in accordance with JSP 800 Vol 2.

14. **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.

15. **Subsistence Allowance.** Subsistence allowance is **not** admissible for sport, except in accordance with the provisions of para 03.0115.h. to Reference H, 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.**

16. **Help Desk.** In the event of any difficulties making JPA claims, the JPA Help Desk telephone numbers are 94561 2023/3303.

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 teams success in high levels of Army Cup competitions but must engage with 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:

a. **COS HQ ASCB.** Address: ASCB, Mackenzie Building, Fox Lines, ALDERSHOT GU11 2LB; Tel: Mil: 94222 7302, Civ: 01252 78 7302; Email: cos@ascb.uk.com.

b. **ACOS HQ ASCB.** Address: ASCB, Mackenzie Building, Fox Lines, ALDERSHOT GU11 2LB; Tel: Mil: 94222 7058, Civ: 01252 78 7058; Email: acos@ascb.uk.com

c. **Sec BA (G) SB.** Address: HQ BFG, BFPO 140; Tel: Mil: 94881 2367, Civ: +49 (0)521 9254 2367; Email: BFG-HQ-G1-SportsBd-ProjSpAsst@mod.uk.

d. **SO2 J7 PD HQ BF Cyprus.** Address: HQ BF Cyprus, BFPO 53: Tel: Mil: 94120 3092, Civ: 00357 25963092; Email: BFC-HQ-J7-PD-SO2@mod.uk.

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