



# THE UNIVERSITY *of* EDINBURGH

## Sports Union

## BUCS Premier League, Championship and Trophy

### Transport & Accommodation Policy

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**Transport** Transport for all BUCS Premier League, Championship and Trophy knock outs will be funded by the Sports Union.\*

*\* Should a team forget to cancel transport they no longer need, the club will be responsible for paying for that travel.*

*Should a club provide wrong details when booking transport – the club will be responsible for the costs.*

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#### Transport Policy

All transport is booked by the Sports Union Office, and the cheapest form of transport will be used for each booking. This maybe by car, bus, train, plane or personal car (if an option). If a team wants to travel by any other means and this is not the cheapest form of transport then the club/team will be responsible for covering the difference in costs. This decision must be made by the club treasurer in writing to [eusu.fixtures@ed.ac.uk](mailto:eusu.fixtures@ed.ac.uk)

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**Car** Travel by personal car is allowed but must be approved by the SU Office prior to the departure to the fixture. This is only an option if it is deemed to be the cheapest form of transport.

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**Train** Train travel tickets will all be funded at Young Person Rail Card rates with the exception of the coach unless they have a rail card. Train tickets will be purchased 12 weeks prior to the fixture and once in the SU Office they will be available for collection. Any difference in fare between a Young Person and an Adult will be charged to the club except for the coaches' tickets unless otherwise agreed and approved by the SU Office. All train tickets will be purchased by the SU Office unless otherwise arranged with the individual club.

- *Travel to and from the train station in Edinburgh will be at the expense of the individuals.*
- *Internal travel at the destination city will be at the individual/clubs expense.*

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**Plane** Plane tickets will all be booked by the SU Office, this will be either direct with the company or via the SU travel agent.

- *Travel to and from the airport in Edinburgh will be at the expense of the individuals.*
  - *Internal travel at the destination city will be at the individual/clubs expense.*
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### **Accommodation Policy**

If any team wants to travel to a Premier League fixture the day before then the accommodation costs for the team will be the responsibility of the club/individuals. The SU will be able to assist with booking the accommodation. Should a team wish to do this the club treasurer must sign it off.

If overnight accommodation is deemed to be required for any Championship or Trophy fixtures this will be booked by the SU Office. This decision will be made by the Sports Programme Manager in conjunction with the Sport & Exercise Performance team.

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