

HQ ASCB Guidance Note

This Guidance Note does not constitute policy direction, the relevant policy and direction is contained in the references listed below. This note is to provide advice and guidance on the subject to which it refers.

Ser No 001

Purpose of Travel Codes for Army Sport

06 Jul 21

References:

- A. JSP 752 – Tri-Service Regulations for Expenses and Allowances.
- B. JSP 660 – Sport in the UK Armed Forces.
- C. AGAI Vol 1, Ch 5 – Sport.
- D. JSP 800, Vol 5, Leaflet 2 – Purpose of Travel Codes.
- E. 2019DIN10-025 – Travel at Public Expense for Army Sport.

1. **Introduction.** With a return to sport following the latest round of C-19 lockdowns and the scrutiny of administrative instructions through the Representative sport 2* authorisation process, it has become evident that there is some uncertainty and inconsistency in the correct use of Purpose of Travel (POT) codes and UINs for the conduct of sport in the Army.
2. **Aim.** The aim of this Guidance Note is to provide clarification on the correct use of POT Codes and UINs when conducting sport within the Army.
3. **Sports Travel & Subsistence.** Chapter 6, Section 1 of Reference A defines the policy for sports travel at public expense. With the exception of specific committee member and safety official activities identified at para 05.0115h of Reference A, it also states that subsistence (food & accommodation) for sport is not eligible for funding at public expense.
4. **Categories of Sport.** With the exception of International, Elite and Professional Sport¹; then in accordance with References B and C, sport in the Army falls into two categories:
 - a. **Representative Sport.** Representative sport is described as authorised sport conducted by individuals and teams (including committee members) that have been selected to represent their respective Corps, Service or the UK Armed Forces (UKAF) in Inter Corps, Inter Service and UKAF fixtures, leagues and competitions. Fixtures against civilian teams are also permitted. HQ Army Sport Control Board (ASCB) authorise all Representative sport in the Army.
 - b. **Unit Sport.** Unit sport is described as authorised sport conducted by individuals and teams at unit level that compete within Regional, Formation, Corps and Army fixtures, leagues and competitions. Fixtures against civilian teams are also permitted. Unit, Regional, Formation and Corps commanders authorise sport to take place between units within their respective areas. HQ ASCB authorise all Army Individual and Army Inter Unit Championships.
5. **Purpose of Travel (POT) Codes.** In accordance with Reference D, to ensure that costs are attributed to the correct budget area, POT Codes are used when booking service transport

¹ Individuals must participate in these levels of sport whilst off duty, there is no eligibility to travel at public expense.

or claiming Motor Mileage Allowance (MMA). For sport in the Army, the following POT Codes are used:

- a. **Representative Sport.** Once fixtures have been authorised by HQ ASCB as described at para 4a above, Representative sport is to use the Representative Sport Travel Budget (RSTB) using **POT Code 16** and quoting the **bidding Unit's UIN**.
- b. In addition, in accordance with Reference E, individuals and teams participating in ASCB authorised Army Individual and Inter Unit Championships that are conducted as a single event, or where teams have reached the quarter-final, semi-final or final rounds of these Championships may also use the RSTB.
- c. **Unit Sport.** Once fixtures have been authorised by the respective authority as described at para 4b above, unit sport is then to use the Unit's Travel Budget (UTB) using **POT Code 17** and quoting the **Unit's UIN**.

6. **Example Scenarios.** The following scenarios are used to help clarify the use of POT Codes for sport in the Army:

- a. The RA are playing the RE at Hockey. It is an Inter Corps fixture and once registered with HQ ASCB is categorised as Representative Sport and eligible to charge travel to the RSTB using **POT Code 16** and quoting the **bidding Unit's UIN**.
- b. 1 Regt RLC have entered the RLC Golf Championships. Whilst this is Corps sport, it is not for an RLC Representative team. Therefore, this is Intra Corps sport and once the competition has been authorised by HQ RLC and participation authorised by CO 1 Regt RLC, it would be categorised as Unit Sport and eligible to charge travel to the Unit Travel Budget using **POT Code 17** and the **Unit's UIN**.
- c. 11 Sig Regt have entered the Army Major Unit Football Championships. In the first round they play an away game against 2 RIFLES. Whilst the competition is authorised by HQ ASCB, participation is authorised by respective COs. This is categorised as Unit Sport and eligible to charge travel to the Unit Travel Budget using **POT Code 17** and the **Unit's UIN**.
- d. 11 Sig Regt play well in the first rounds of the Army Major Unit Football Championships and have now reached the quarter-final stages. As this is a HQ ASCB authorised event, in accordance with Reference C, the quarter-final and subsequent stages of an Army Inter Unit Championships can use the RSTB. Therefore, travel is charged to **POT Code 16** quoting the **bidding unit's UIN**.
- e. The Army Individual Karate Championships are taking place as a one-day competition. As this is a HQ ASCB authorised event and in accordance with Reference E, Army Individual Championships which are conducted as a single event, without any preliminary rounds, can use the RSTB. Therefore, travel is charged to **POT Code 16** quoting the **bidding unit's UIN**.
- f. Chairman ASU is attending the Inter Services Swimming Championships. In accordance with Reference A, Association Committee members are permitted to travel at public expense to fixtures, however this is restricted to the number authorised in JSP 660, Part 2, Chapter 2, Annex A. As this is categorised as Representative sport, travel is charged to **POT Code 16** quoting the **bidding unit's UIN**.

7. **Further Advice.** For further advice on the use of POT Codes for Army Sport, please contact the ASCB Ops Offr – Lt Col (Retd) Steve Collinson (scollinson@ascb.uk.com).