



Borough of Waltham Forest Swimming Club

Officials Expenses Policy

Overview

The policy sets out standards for volunteers/officials involved with the organisation of BWFSC Gators events in allocation of accommodation and payment of allowances and expenses. The intention of these guidelines is to encourage good practice and to provide clarity and consistency across all national events and all disciplines.

The allocation of accommodation and payment of allowances and expenses is subject to the discretion and authorisation of the individual responsible for the finances of the activity.

All expenses claims must be submitted on an individual basis.

Meal Allowance

Lunch

Officials will be provided with lunch and refreshments on each day at the event, unless informed otherwise. Prior notification will be given if lunch is not provided during the event. In such circumstances, the event organisers will confirm whether volunteers may be entitled to claim up to the maximum of £5 for their lunchtime meal.

Travel Expenses

Rail and Public Transport

Standard economy class or lowest prevailing fares will be accepted. Officials are encouraged to book tickets in advance to secure best low rates. Tickets and receipts must be submitted with the expenses form for reimbursement to be made.

Parking

Parking costs will be reimbursed for parking at, or close to the allocated venue. Tickets and receipts must be submitted with the expenses form for reimbursement to be made.

Car mileage

The BWFSC Gators mileage rate is subject to HMRC Guidelines and is intended to cover travel expenses incurred whilst undertaking voluntary activities on behalf of BWFSC Gators. For claims made after 10,000 miles, the mileage rate is again subject to HMRC Guidelines.

Mileage will be reimbursed at £0.45 per mile and may be claimed by officials on the following basis:

One return journey per day from home or hotel to event venue subject to prior confirmation by the event organisers and will be approved on an event basis.

Mileage must be calculated using Google maps fastest route. Diversions, alternative routes must be denoted on the expense form and the reason for the diversion stated. If the route involves a several stage journey each individual leg of the journey must be recorded.

Shared journeys should be utilised where possible.

Thank you for officiating. Your time is much appreciated
by everyone at Gators, and all competitors.