



## Volunteers and Officials Expenses Policy, and Claim Form

### Overview

This policy sets out the payment of expenses to volunteers (such as team managers) and technical officials attending South Croydon Swimming Club (SCSC or the Club) promoted events/league events. In addition, this policy sets out the payment of expenses of volunteers (such as team managers) at events attended by SCSC swimmers.

The reimbursement of technical officials expenses at away galas (non SCSC promoted events/league events) will be governed by the expense policy of the gala promoter.

Those who incur expenses wholly, exclusively, and necessarily in the performance of duties at SCSC promoted events or at galas attended by SCSC swimmers may be reimbursed the actual cost of expenses incurred. In claiming expenses, officials should remember that SCSC is a "not for profit" organisation, with all income remaining in the Club to promote activities that further its development and aims. The club therefore has a duty to its members to ensure that resources are used efficiently and effectively. Individuals have an obligation to ensure that expenses are reasonable and necessary, should they wish to claim.

The purpose of the policy is to provide volunteers and officials with clear guidance to the Club's position on the validity of expenses, the procedures for making an expense claim, the process, and the proper authorisation required.

In all cases, the payment of expenses will be subject to the authorisation of the event promoter/the Club and the individual concerned must apply for all expenses.

The Club's guiding principles in setting out this Expenses Policy are to ensure that volunteers and officials neither should profit nor be left out of pocket because of their participation in events promoted by SCSC and to comply with prevailing UK tax law and HMRC guidance in respect of expenses.

### Travel

We expect individuals to use the most "carbon efficient" ways of travelling given the circumstances of the particular journey. Travel by bus, train (standard second class) or private car is eligible. In all instances we ask that attending officials to share cars if logistically possible.

Under exceptional circumstances other methods of travel e.g. taxi may be permitted but subject to prior written agreement from SCSC.



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## Car Mileage

Swim England's mileage rate is subject to HMRC Guidelines and is intended to cover travel expenses incurred whilst undertaking voluntary activities on behalf of the Swim England endorsed events.

Mileage must be calculated using Google maps fastest route. If the route involves a multi-stage journey each individual leg of the journey must be recorded.

Mileage will be reimbursed at £0.45 per mile and may be claimed by volunteers / officials based on one return journey per day from home to the event venue.

Any total mileage claim in excess of 50 miles per day must be agreed with the Club before the event.

## Parking

Parking is provided free at the venues we use for Club Promoted/League Events; therefore parking charges will not be reimbursed where there is free parking at the venue.

## Accommodation

No expenses may be claimed for individual accommodation.

## Subsistence

SCSC will provide drinks and light refreshments during all meet sessions organised by SCSC.

Where more than one session takes place on a given day, lunches / afternoon teas for visiting officials will be provided by the club at no charge. No additional expenses may be claimed for lunches.

Team managers volunteering at away galas will be provided £7.50 for lunch costs when team managing two sessions and one of those sessions is during lunchtime.

## Sundry Other Expenses

Other necessary and event related expenditure must be agreed with SCSC before the event and subject to the production of a suitable receipt.



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## Time Limit

Claims should be submitted as soon as possible, and in any event, claims must be submitted within two weeks of the expense being incurred otherwise they may be rejected.

Discretion may be allowed in the case of late submission for Claimants where legitimate explanations exist for delays. Such explanations should be detailed on the claim.

The Claimant should also be mindful of the Club's financial year end on 31 March. To adhere to generally accepted accounting principles, all expenses for that year should be reported prior to year-end to ensure that the expense is appropriately captured in the financial statements.

## Claim Form and Process

ALL claimants MUST submit a claim form (see attached below) to the promoter, in the case of joint hosted events with Sutton & Cheam Swimming Club they must be submitted to SCSC treasurer.

All claim forms must be signed and dated by the claimant. All expenses forms must have supporting receipts attached.

Failure to attach receipts/vouchers could result in the claim form being returned unpaid.

An individual cannot approve his or her own claim.

Payment will be made direct to the claimants nominated bank account, as soon as possible, typically within 14 days from receipt of a correctly completed and approved claim form.



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**Date of revision and record of amendments:**

Date of amendments	Section Heading	Page Number	Paragraph Number / Notes



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