



Volunteers and Officials Expense Policy

1. Policy Statement

Swim England Essex would like to recognise the hard work and dedication of our Officials and Volunteers who contribute to the organisation and delivery of all our aquatics disciplines' activities.

To that effect, we set out below a policy to define and clarify the expenses which may be claimed for reimbursement and the process by which a claim must be submitted and will be processed.

We have made every attempt to make this a fair and equitable policy.

This policy covers qualified technical officials and poolside volunteers assisting at County Championships.

2. Policy

2.1. Travel

2.1.1. Mileage

Officials/volunteers traveling from their home will be re-imbursed a return journey for officiating/volunteering.

Officials/volunteers that have a swimmer participating in the in the competition will not be eligible to claim expenses incurred on the day that their swimmer is at the competition.

Where people travel together in the same vehicle, only one travel claim can be made.

This policy aligns with the HMRC Guidelines in force on the date of the claim. The rates applicable at the time of publication of this document are:

- Cars: £0.45 per mile
- Motorcycles (all): £0.24 per mile

Valid mileage claims are based on:

- one (1) return journey from home to meet venue when staying overnight in booked accommodation; or
- one (1) return journey per day from home to meet venue.

Mileage must be calculated using Google Maps Directions using the Fastest Route option. Claims must be submitted with starting and ending postcodes for each journey.

2.1.2. Parking and Other Vehicle Expenses

PARKING: The County will reimburse the cost of parking incurred on club travel where the cost of travel, including the amount claimed for mileage, is less than other forms of travel or where the car is the only practical means of travel. Valid parking claims should be based on one (1) continuous parking session for each attended day of the meet. Receipts shall be provided for parking claims.

FINES/PENALTIES: SE Essex will not reimburse fines or penalties incurred whilst travelling to/from the meet venue.

2.1.3. Public Transport Fares

Only standard economy class or lowest prevailing fares will be accepted for travel by bus, train, Docklands Light Railway (DLR) and/or tram.



2.2. Overnight Accommodation Allowance

An Overnight accommodation allowance (bed and breakfast) will be offered to officials/volunteers that assist at all sessions on two consecutive days or more at a County Championship.

Overnight accommodation must be pre-authorised by the SE Essex Swimming Committee prior to a official/volunteer incurring the cost or liability for the cost.

Authorisation for overnight accommodation will generally only be considered where:

- the home of the Volunteer/Official is fifty (50) miles or more from the venue (at the discretion of SE Essex Swimming Committee); and
- where the Volunteer/Official does not have a competitor at the meet; and
- where the planned stay is between days of attendance at the meet

SE Essex Swimming Committee reserves the right to use their discretion when considering applications for overnight accommodation.

2.3. Subsistence/M meal Allowance

Official/volunteer who meets the Overnight Accommodation Allowance policy, (is assisting at the gala for all sessions on two consecutive days or more) can claim the following meal allowance:

- Lunch: Where lunch is not provided at the venue, a Volunteer/Official may claim £15.00 per day attended.
- Breakfast: Where overnight accommodation has been approved and where the approved cost of the accommodation does not include breakfast, a Volunteer/Official may claim £15.00 per day attended starting on the first day of the meet.
- Evening Meal: Where overnight accommodation has been approved, a Volunteer/Official may claim £25.00 per day attended starting on the first day of the meet.

In all instances, receipts must be submitted, with all expenses being claimed clearly highlighted. Expenses will only be reimbursed subject to the value of itemised receipts for the individual concerned.

2.4. Essential Volunteers

Travel expenses and accommodation will be offered to the volunteers identified by the Essex Swimming Committee (ESC) as essential to the setting up and running of the competition. The ESC reserves the right to make exceptions under unusual or extraordinary circumstances, the Essex Swimming Manager has this delegated responsibility.

2.5. Other expenses

All other expenses must be pre-authorised by SE Essex prior to a Volunteer/Official incurring the cost or liability for the cost.

3. Relationship & Responsibility

There is no actual or implied employment relationship between Volunteers/Officials and SE Essex. SE Essex is not responsible for:

- declaring expenses paid to HMRC; or
- deducting any applicable taxation from the claimed expenses at source; or
- the payment of any tax liability which arises from the claiming and reimbursement of expenses.



4. Claims & Payment Process

Claims will only be considered if submitted using the published SE Essex Expense Claim Form and completed in full. Claim Forms may be downloaded from the SE Essex website.

A separate Claim Form must be submitted for each meet.

Except for Subsistence/Meal Allowance claims, all Claim Form item lines must be supported by a legible receipt or ticket which must evidence:

- Mileage – Home postcode.
- Parking – date, duration, and cost.
- Fares – start location, destination location, date, and cost.
- Overnight Accommodation – location, check in date, check out date, cost.
- Other expenses – clear description of expense, date of expense and cost.

Subsistence/Meal Allowance claims must detail the dates for which the claim is being made.

Claim Forms and supporting receipts/tickets must be submitted by email to essexswimming@gmail.com

Payment will be made to the provided bank details by direct bank transfer. Expenses will not be reimbursed in cash.

The information submitted in the Claim Form and in the attached receipts/evidence will only be used for the purposes of processing the Claim Form and reimbursing the expenses. Your personal data will be stored securely by SE Essex and will only be handled by those required to do so for the above purposes. SE Essex will always comply with our Privacy Policy and with all applicable data protection legislation.