

# Travel & Subsistence Expenses Policy

## Policy Statement

The South East Region will pay travel and subsistence expenses of all volunteers that are necessarily incurred when working at Regional Events and Meetings.

## Payment of Expenses

1. The payment of expenses shall be subject to the authorisation of the person responsible for the finances of the activity. For Discipline Events (Diving, Masters, Open Water, Swimming, Synchro, Water Polo), this is the Discipline Manager appointed by the Board. For other meetings or events, expenses shall be authorised by the Regional Chairman or the Board Member responsible for Finance.
2. Discipline Managers may not authorise their own expenses, they shall be authorised by the Regional Chairman or the Board Member responsible for Finance. The Regional Chairman's expenses shall be authorised by the Board Member Responsible for Finance.
3. All claims for expenses shall be made using the Swim England South East Region Expenses Claims Form.
4. The provision of Claims Forms is the responsibility of the event/meeting organiser. They may also be downloaded from the Swim England South East Region website.
5. The relevant person, as stated above, shall authorise Claims Forms and forward them to the Regional Manager for payment.
6. No expenses are to be paid in cash at an event.
7. No claims for expenses, other than mileage, may exceed the individual's actual expenditure, regardless of the sums mentioned below.

## Travel

1. Costs of travel expenses will be paid as follows:
  - 1.1 Private Car: claims may be made for the actual mileage at a mileage rate up to that set by the Swim England South East Regional Management Board. The Region does not take any responsibility whatsoever for the tax status of volunteers with HMRC. This is the sole responsibility of the individual. Specifically, should a volunteer claim more than 10,000 miles from their ordinary employment plus any Region and other volunteer activity, the volunteer is responsible for the tax position arising. The Region does not undertake to log the mileage of its volunteers.
  - 1.2 Rail Travel and Public Road Transport - standard fare or discounted fares that are available and suitable.
  - 1.3 Air Travel - Economy class or lowest prevailing fares available by prior agreement with the Discipline Manager responsible for the finances of the activity, or other relevant approver.
  - 1.4 Ferry - lowest prevailing fares.
  - 1.5 Car Park charges and Tolls, with receipts where possible.
2. The origin and destination of all journeys shall be entered on the form so that mileage can be checked. Diversions, alternative routes etc. must be denoted on the form and the reason for the diversion etc. stated.
3. Multiple journeys may be recorded on the same form provided they are for the same meeting/event and purpose.
4. Claims for Rail, Public Transport, Air and Ferry journeys are to be accompanied by receipts.

# Travel and Subsistence Expenses Policy - continued

## Accommodation and Subsistence

1. Accommodation and Subsistence will be paid when one or more of the following applies:
  - It is less expensive than travel from home on separate days.
  - It is necessary in order to set up for the event.
  - It would mean the same driver would be driving in the morning and evening of the same day at times more than 13 hours apart.
2. Where the above do not apply, it is allowable to claim for accommodation and subsistence up to the cost of the travel that would otherwise have been incurred.
3. Where possible, budget hotels shall be used. The following rates for hotels and subsistence should be used as a guide. The guideline price may only be exceeded by prior arrangement with the discipline manager, or other relevant approver:
  - Accommodation and breakfast: £110 (£120 if the room is shared with another person who could claim)
  - Evening Meal: £22 (not to include the cost of alcoholic drinks)
4. All claims for accommodation and subsistence must be accompanied by receipts.
5. It is expected that officials working at an event with more than one session per day will work all sessions on that day.
6. It is expected that officials that travel more than 60 miles to an event of more than one day will stay in local accommodation rather than travelling home and back every day. Travel expenses will be limited to one return journey paid in full and for up to a 100 miles round-trip per additional day.
  - 6.1 Persons who need to be at the pool the previous evening or early in the morning for setting up may travel the day before the event and claim for accommodation.
  - 6.2 Any official who has to travel 60 miles or more and is going to officiate for all sessions in a day be permitted to claim overnight accommodation for the night before the competition.
7. Officials who travel to an event for training or mentoring may not claim expenses for that session as they are not working.

## Limitations

1. All claims shall be made within 28 days of the expenditure/event. The Region reserves the right to refuse to pay claims submitted after this period.
2. Where people travel together in the same vehicle, only one claim for the travel can be made.
3. Persons who live outside the Region may only claim for that part of the journey made inside the Region, unless an exception has been agreed before the event/meeting.
4. When carrying out their normal duties, Swim England Regional Staff are covered by the Swim England Finance Policies. When working as volunteers they are covered by this policy.

The Swim England South East Regional Management Board has approved this policy which now applies to all South East Travel and Subsistence Expenses incurred by volunteers attending meetings and events. It clarifies who can claim, which items can be claimed for and what amounts. It refers to the current maximum mileage rate which is reviewed periodically by the Board.