

Travel and Accommodation Policy for Technical Officials and Volunteers at Regional Swimming Championships

The Swim England North East Regional Management Board (SENER) recognises the hard-work and dedication of our volunteers. We have set out a policy below to reimburse volunteers and officials for their expenses. We have made every attempt to make this a fair and equitable policy.

General guidelines

1. All expense forms should be submitted to the Championship Manager (CM) at the event, or within one week of the event. Forms submitted after this time will be subject to a processing delay. Payments will be paid by BACS transfer after the event.

2. All expenses must be evidenced with a proof of purchase showing the total amount, except Mileage claims. In all instances the expense must be clearly highlighted on the receipt. Expenses will only be reimbursed subject to the value of itemised receipts. Expenses claimed without evidence cannot be reimbursed.

Data Protection The information submitted in this form will only be used for the purposes of processing the claim form and paying your expenses.

Travel - Travel expenses will be paid as follows:

1. Officials/volunteers traveling from their home will be re-imbursed a return journey at a rate of 45 pence per mile for officiating/volunteering all sessions on one given day or days.
2. If Officials/volunteers do not cover all the sessions on a given day, expenses will only be paid at 50% of the total claim.
3. Officials who have just done their J1 theory and travel to events licensed as L1 or L2 may not claim their mileage as training/mentored.
4. Where people travel together in the same vehicle, only one travel claim can be made.
5. Rail travel and Public Transport – standard fare or discounted fares that are available and suitable. All claims for rail and Public Transport must be supported by receipts.
6. Car park charges with receipts, if available.

Accommodation - Volunteers identified by the Championships Manager.

Travel expenses and accommodation will be offered to the officials/volunteers identified by the Championship Manager as essential in the setting up and delivering the competition as follows:-

1. Accommodation may be provided, if a request is made in advance of the event to the Championships Manager, for those volunteering/officiating all sessions on one given day or days. The accommodation will only be for the official/volunteer.

Meals and subsistence

When the hotel is booked on a room only basis, a claim can be made for breakfast up to a value of £10. Claims may also be made for an evening meal (including one alcoholic beverage) up to the value of £20 per night of overnight accommodation.

Where lunch is not provided at the venue a payment of up to £10/day may be claimed by all volunteers subject to a receipt being attached.

The CM reserves the right to make exceptions under unusual or extraordinary circumstances.