

SUSSEX COUNTY AMATEUR SWIMMING ASSOCIATION

(Founded 1895)



Expenses policy

Policy Statement

Sussex County ASA (the County) will pay travel and subsistence expenses of all volunteers that are necessarily incurred when volunteering at Sussex events and meetings. Volunteers travelling on any authorised County business shall travel at the most economic rate.

1. Payment of Expenses

- 1.1 The payment of expenses shall be subject to the authorisation of the person responsible for the finances of the activity. For Discipline Events (Swimming, Diving, Artistic Swimming, Open Water, Water Polo), this is the Discipline Manager. For other meetings or events, expenses shall be authorised by the Chairman or Treasurer.
- 1.2 Discipline Managers may not authorise their own expenses, they shall be authorised by the Chairman or the Treasurer. The Chairman's expenses shall be authorised by the Treasurer and the Treasurer's expenses shall be authorised by the Chairman.
- 1.3 All claims for expenses shall be made using the County Expenses Claims Form.
- 1.4 The provision of Claims Forms is the responsibility of the event/meeting organiser. They may also be downloaded from the Sussex web site.
- 1.5 The relevant person, as stated above, shall authorise Claims Forms and forward them to the Treasurer for payment.
- 1.6 No travel expenses are to be paid in cash at an event.
- 1.7 No claims for expenses, other than mileage, may exceed the individual's actual expenditure, regardless of the sums mentioned below.

2. Travel

Travel expenses will be reimbursed as follows:

- 2.1 Private Car: claims may be made for the actual mileage at a mileage rate up to that set by Swim England. The maximum rate is 45 pence per mile but the County recognises that many volunteers may wish to claim a lower rate commensurate with the efficiency of their vehicle. Sussex County ASA 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 County and other volunteer activity, the volunteer is responsible for the tax position arising. The County does not undertake to log the mileage of its volunteers.
- 2.2 Rail Travel and Public Road Transport --- standard fare or discounted fares that are available and suitable. Prior agreement must be sought from the Chairman.
- 2.3 Air Travel --- Economy class or lowest prevailing fares available. Prior agreement must be sought from the Chairman.
- 2.4 Ferry --- lowest prevailing fares. Prior agreement must be sought from the Chairman.
- 2.5 Claims for Rail, Public Transport, Air and Ferry journeys are to be accompanied by receipts
- 2.6 Receipts where possible should accompany claims for car park charges and tolls.
- 2.7 The origin and destination of all journeys, including postcodes, shall be entered on the claim 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.
- 2.8 Multiple journeys may be recorded on the same form provided they are for the same meeting/event and purpose.

3. Accommodation and Subsistence

- 3.1 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.
 - It is pre authorised by the Discipline Manager.
- 3.2 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.
- 3.3 Where possible, budget hotels shall be used. The following rates for hotels and subsistence should be used as a guide:
- Accommodation, including breakfast: £110 (£120 if the room is shared with another person whocould claim).
 - Evening Meal: £25 (not to include the cost of alcoholic drinks).
- 3.4 All claims for accommodation and subsistence must be accompanied by receipts.
- 3.5 It is expected that volunteers that travel more than 60 miles to an event of more than one day will, whenever possible, stay in local accommodation rather than travelling home and back every day.
- 3.6 Persons who need to be at the venue the previous evening or early in the morning may travel the day before the event and claim for accommodation.
- 3.7 Officials who travel to an event for training or mentoring may not claim expenses for that session as they are not working. However they may claim for other sessions at which they are working.

4 Limitations

- 4.1 All claims shall be made within 28 days of the expenditure/event. The County reserves the right to refuse to pay claims submitted after this period.
- 4.2 Where people travel together in the same vehicle, only one claim for the travel can be made.
- 4.3 When a claim relates to travel outside of the County, the expenditure must be pre- authorised by the Discipline Manager, Chairman or Treasurer as above.

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