

Expenses

Mileage

Mileage may be checked and verification may be requested before payment is made. Payment for mileage will be made at the agreed current rate set by Swim England South West and will normally be between home address and the venue. If the journey starting point differs from the home address payment will be made for whichever is the shorter distance. Where an official has a competing swimmer at boarding school and travels from outside the region, mileage will only be paid from swimmer's home club/school. Mileage between the pool and the hotel will be limited to 5 miles.

Mileage is paid for officials who work for the whole day (i.e. at least 2 sessions one of which includes the finals) at Championship Meets or at other events for the whole competition (i.e. Masters, Para swimming), except by prior agreement by the meet Promotor.

Accommodation

Applicable to Youth, Age Groups, Championships or any event with consecutive days. Maximum claim 1 night per weekend or 2 nights if work 3 days. Officials must work all sessions over both or all days, Journey times must be in excess of 1 hour.

Claims for accommodation on the night prior to competition (e.g. Friday night) are allowed if the journey is in excess of 75 miles or 1.5 hours in time and the official works two full days.

Accommodation to be shared where possible. Accommodation costs will be considered for those who make a request when signing up on Swim Meet, and must be approved in advance by the meet Promotor. Officials will need to book their own accommodation and make a claim for re-imbursment on the Regional Expenses Form and include the receipt for both hotel and evening meal.

The maximum allowance is £90.00 per night for a single room including breakfast and car parking charges. Accommodation costs above this amount will not be refunded except with prior approval of the competition Promotor.

Evening Meal

This is paid for those who have approval for overnight accommodation. A detailed receipt MUST be attached to the claim form. If the receipt is for multiple people it must be clear which items are for the official. Maximum claim rate is £20.00 per night (alcohol cannot be included).

Trainees

All trainee officials will be provided with lunch and are entitled to claim mileage expenses, subject to confirming attendance on Swim Meet.

NB. Volunteers who fulfil duties requested by the facilitating club are not entitled to claim expenses, without prior approval from the competition Promotor.