

# **AQUATICS GB EVENTS - VOLUNTEERS AND OFFICIALS EXPENSES POLICY**

## **Overview**

The policy sets out standards for volunteers/officials involved with the organisation of Aquatics GB events in allocation of accommodation and payment of allowances and expenses. The intention of these guidelines is to encourage good practice and to provide clarity and consistency across all national events and all disciplines.

The allocation of accommodation and payment of allowances and expenses is subject to the discretion and authorisation of the individual responsible for the finances of the activity.

All expenses claims must be submitted on an individual basis.

## **Meal Allowance**

### **Lunch**

Volunteers/officials will be provided with lunch and refreshments on each day at the event, unless informed otherwise. Prior notification will be given if lunch is not provided during the event. In such circumstances, the event organisers will confirm whether volunteers/officials may be entitled to claim up to the maximum contribution of £5 towards their lunchtime meal.

For events taking place in London where lunch is not provided during the event, volunteers/officials will be entitled to claim up to £8 for their lunchtime meal.

### **Evening**

An evening meal allowance of up to the maximum of £20 may be claimed by volunteers/officials:

- when staying in overnight accommodation provided or pre-approved by the event organisers
- who travel daily and by virtue of their role are due to leave the venue after 8pm
- who by the virtue of their role are due to leave the venue after 6.30pm on the final day of the event

For events taking place in London, an increased evening meal allowance of £22 may be claimed by the above specified volunteers/officials.

In exceptional circumstances, volunteers/officials may be able to claim evening meal allowance subject to prior agreement and at the discretion of the event organisers.

**Claims can only be made for meals and drinks (one alcoholic beverage) up to the allowance value. In all instances, dated receipts must be submitted, with all expenses being claimed clearly highlighted. Expenses will only be reimbursed subject to the value of itemised receipts.**

### **Accommodation**

Accommodation will be open to participating event volunteers/officials as follows:

- Day before event: Accommodation may be provided to those who have more than 2 hours travelling time from their home **and** need to report or commence their role earlier than 9.00am on the days for which they are required.
- Volunteers/officials who live closer than 40miles to the venue will not be provided with or entitled to claim for accommodation.
- Final event day: Accommodation may be provided to those who are unable to arrive back home before 10.00pm following the conclusion of their role at the event. Accommodation allocation will be made subject to prior consultation and at the discretion of the event organisers. Evidence may be requested.

In exceptional circumstances, volunteers/officials may book their own accommodation, however prior agreement must be sought from the event organisers **before** booking. Accommodation expenditure will be reimbursed up to the value of 50% of the cost of a twin room based on the specific event accommodation rates.

Aquatics GB encourages volunteers/officials to room share where at all possible at events in order to significantly reduce costs which greatly helps in the operation and provision of a high class event for our athletes.

If you have a medical condition that will prevent you from sharing a room please submit evidence of your medical condition to the lead event officer. This information will be kept confidential.

### **Travel Expenses**

#### **Air, Rail, Sea and Public Transport**

Standard economy class or lowest prevailing fares will be accepted. Volunteers/officials are encouraged to book tickets in advance to secure best low rates. Flights can be booked by the AGB Event Officer. Tickets and receipts must be submitted with the expenses for reimbursement to be made.

#### **Taxis**

Taxi journeys should only be made in exceptional circumstances and **with prior agreement** from the event organisers only. Where public transport is not reasonably available, details of taxi allowances will be clearly communicated by the event organisers in advance and individuals will require to seek prior approval for taxi claims from the event organisers. Receipts must be submitted with the expenses for reimbursement to be made.

#### **Car Mileage**

The Aquatics GB mileage rate is subject to HMRC Guidelines and is intended to cover travel expenses incurred whilst undertaking voluntary activities on behalf of Aquatics GB. For claims made after 10,000 miles, the mileage rate is again subject to HMRC Guidelines.

Mileage will be reimbursed at £0.45 per mile and may be claimed by volunteers/officials on the following basis:

- one return journey from home to hotel when staying overnight in booked accommodation
- one return journey per day from home or hotel to event venue subject to prior confirmation by the event organisers and will be approved on an event basis.

Mileage must be calculated using Google maps fastest route. Diversions, alternative routes must be denoted on the expense form and the reason for the diversion stated. If the route involves a several stage journey each individual leg of the journey must be recorded.

### Claims

Claims should be submitted using Webexpenses and within 2 weeks of the conclusion of the respective competition being claimed against.