

Swim England London Region

Expenses Policy for Open Water Swimming Officials

April 2026

The London Region will reimburse travel expenses for officials in accordance with the following:

- A contribution towards hotel costs of £120 per room can be claimed for anyone travelling **MORE THAN** 80 miles to attend the event. The 80 miles threshold must be calculated from an official's home address to the regional venue using Google Maps fastest route.
- Mileage - At 45p per mile.
- Parking – full reimbursement for reasonable claims.
- Train Fares - Full reimbursement of standard class tickets (when booked in advance)
- Tube and other public transport costs - full reimbursement.

All claims must be supported by receipts.

The region cannot book or offer advice on which hotels to book for those requiring accommodation.

The region will not reimburse any hotel evening meals.

The expenses for officials are a significant cost in the overall budget for events and the Region would appreciate volunteers helping minimise costs wherever possible. Travelling together and room sharing (where appropriate) would be appreciated.

Tea, Coffee and Tap Water (to reduce our carbon footprint on plastic waste) will be provided. A £5.00 allowance for the purchase of lunch can be added to your expenses claim.