

SE London Region would like to recognise the hard-work and dedication of our Officials and Volunteers who contribute to the organisation and delivery of all our aquatics disciplines' activities. To that effect, we set out below a policy to define and clarify the expenses which may be claimed for reimbursement and the process by which a claim must be submitted and will be processed.

## 1. Policy

### 1.1. Mileage

SE London Region align our policy with the HMRC Guidelines in force on the date of the claim. The rates applicable at the time of publication of this document are:

- Cars - Petrol/Diesel/Hybrid: £0.45 per mile
- Cars - Electric: £0.09 per mile
- Motorcycles (all): £0.24 per mile

Valid mileage claims are based on:

- one (1) return journey from home to meet venue when staying overnight in booked accommodation; or
- one (1) return journey per day from home to meet venue.

Mileage must be calculated using Google Maps Directions using the Fastest Route option. Claims must be submitted with starting and ending postcodes for each journey.

### 1.2. Parking and Other Vehicle Expenses

SE London Region asks that Volunteers/Officials select parking locations based on mitigating the cost to the Region. Valid parking claims are based on one (1) continuous parking session for each attended day of the meet. Receipts shall be provided for parking claims.

Under no circumstances shall fines – speeding or parking – be reimbursed.

Charges such as Road Tolls, London Congestion Charges and ULEZ Charges shall be accepted only if pre-authorized by the Treasurer or Chair and supported by documentary evidence of having been incurred.

### 1.3. Public Transport Fares

Only standard economy class or lowest prevailing fares will be accepted for travel by bus, train, Docklands Light Railway (DLR) and/or tram.

### 1.4. Subsistence/Meal Allowance

- Lunch: Where lunch is not provided at the venue, a Volunteer/Official may claim £15.00 per day attended.
- Breakfast: Where overnight accommodation has been approved and where the approved cost of the accommodation does not include breakfast and it is not provided at the venue, a Volunteer/Official may claim £15.00 per day attended starting on the first day of the meet.
- Evening Meal: Where overnight accommodation has been approved, a Volunteer/Official may claim £25.00 per day attended starting on the first day of the meet.

### 1.5. Overnight Accommodation

Overnight accommodation must be pre-authorized by the SE London Region Treasurer prior to a Volunteer/Official incurring the cost or liability for the cost. Authorisation for overnight accommodation will generally only be considered where:

- the home of the Volunteer/Official is sixty (60) miles or more from the venue (at the discretion of SE London Region); and
- where the Volunteer/Official does not have a competitor at the meet; and
- where the planned stay is between days of attendance at the meet.

SE London Region reserve the right to use their discretion when considering applications for overnight accommodation.

## 1.6. Other expenses

All other expenses must be pre-authorised by SE London Region prior to a Volunteer/Official incurring the cost or liability for the cost.

## 2. Relationship & Responsibility

There is no actual or implied employment relationship between Volunteers/Officials and SE London Region.

SE London Region is not responsible for:

- declaring expenses paid to HMRC; or
- deducting any applicable taxation from the claimed expenses at source; or
- the payment of any tax liability which arises from the claiming and reimbursement of expenses.

## 3. Claims Process

3.1. Claims will only be considered if submitted using the published SE London Region Expense Claim Form and completed in full. Claim Forms may be downloaded from the SE London Region meet website.

3.2. A separate Claim Form must be submitted for each meet.

3.3. Except for Subsistence/Meal Allowance claims, all Claim Form item lines must be supported by a legible receipt or ticket which must evidence:

- Mileage – Home postcode.
- Parking – date, duration, and cost.
- Fares – start location, destination location, date, and cost.
- Overnight Accommodation – location, check in date, check out date, cost.
- Other expenses – clear description of expense, date of expense and cost.

3.4. Subsistence/Meal Allowance claims must detail the dates for which the claim is being made.

3.5. Claim Forms and supporting receipts/tickets must be submitted by email to our Finance Officer at [kelly.stannard@londonswimming.org](mailto:kelly.stannard@londonswimming.org).

3.6. Payment will be made to the provided bank details by direct bank transfer. Expenses will not be reimbursed in cash.

3.7. The information submitted in the Claim Form and in the attached receipts/evidence will only be used for the purposes of processing the Claim Form and reimbursing the expenses. Your personal data will be stored securely by SE London Region and will only be handled by those required to do so for the above purposes. SE London Region will always comply with our Privacy Policy and with all applicable data protection legislation.

## 4. Conflicts

4.1. If any of the above conflicts with the General Expense Policy of SE London Region, published from time to time, the General Expense Policy will take precedence over this document.