

SASA Midland District – Expense Allowance Criteria for Volunteers

Summary: The basis of the expense allowance is to minimise the out of pocket costs for volunteers who do not have related swimmers participating in the Sessions at which the volunteer is assisting.

If a volunteer has a related swimmer participating in a Session, then it is assumed they would have been there anyway, would not be incurring any additional out of pocket expense for that Session and therefore are NOT eligible to claim expenses or allowance.

Only volunteers at a District Championship/Meet with **NO RELATED SWIMMERS** participating are eligible to claim travelling expenses and, if applicable, overnight accommodation/meal allowances in accordance with the following criteria...

Where the volunteer is at the Championship/Meet for one or more sessions, he/she can claim the current government recommended mileage rate ie as at 1st April 2022 the rate is 45p/mile.

(Maximum mileage for a single journey is 120 miles)

1. Where a volunteer travels to the Championship/Meet a distance from their home in excess of 35 miles they will, provided they are volunteering at **ALL** sessions of the Championship/Meet be entitled to claim an accommodation allowance up to £60 per night which shall include Breakfast.
2. Where a volunteer is required to be at a Meet prior to 7:30am in the first morning of Meet/Championship, due to allocated duties/responsibilities can claim said accommodation allowance for the night before the Championships/meet commences BUT only if agreed in advance with the Swimming & Championships Convenor *and his/her agreement will be attached to any claim.*
3. Where a volunteer is staying overnight as per 1 or 2 above and claims the accommodation allowance, he/she will be entitled to claim a meal allowance of £15 – no receipt will be required for this claim.
4. Where the District has to invite officials from out with the District to ensure the smooth running of the Meet/Championships then the level of expenses for accommodation where greater than 1. above shall be at the discretion of the District Swimming & Championships Convenor who shall advise the District Treasurer of the agreed rate.
5. All expenses are claimable by the entitled volunteer completing the Midland District Expenses Claim Form (Appendix 1) and submitted to the Treasurer accompanied by appropriate Receipts (not credit card receipts) no later than 5 working days after the end of the Meet/Championships and will be paid by the District Treasurer via Bank Transfer as soon as reasonably possible after the submission of the Expenses Form.
6. Travelling expenses can only be claimed by the driver of a vehicle, in which one or more volunteers travel to/from their homes and the meet venue. Other volunteers

travelling in the vehicle can only claim the relevant accommodation/meal allowance.

7. The Swimming & Championships Committee and the District Executive shall have the final say on the most cost effective option where one exists.

SASA Midland District Volunteer Expenses Policy – April 2022

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SASA Midland District Meet Expenses Form

Name		Address		Event	
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Note:	Failure to Complete this form correctly may result in delayed payment	Name on Account	
		Sort Code	
		Account	

Date	Venue	Description	Trans	Hotel	Meals	Other	Total	Receipt Attached
			£	£	£	£	£	
			£	£	£	£	£	
			£	£	£	£	£	
			£	£	£	£	£	
		TOTAL	£	£	£	£	£	
Signature							Date	
Authorised By							Date	
Paid By							Date	