



Crawley Swimming Club (CSC) Officials Expenses Policy & Claim Form

CSC Officials Expenses Policy

- 1) Expenses will be paid in accordance with the CSC Officials Expenses Policy which is based on [Swim England SouthEast Region "Travel and Subsistence Expenses Policy"](#).
- 2) All claims shall be made within 28 days of the expenditure/event. CSC reserves the right to refuse to pay claims submitted after this period.
- 3) Claims over £50 are required to be approved in advance by the Promoter.
- 4) Where people travel together in the same vehicle, only one claim for the travel can be made.
- 5) Persons who live outside the County may only claim for that part of the journey made inside the County (Sussex) or up to 30 miles from K2 – whichever distance is greater. Exceptions can be made but this has to be agreed prior to the event with the Promoter.
- 6) No expenses will be paid in cash at an event, please ensure the correct bank details have been entered as CSC will not accept any liability if incorrect details are submitted and payment is made to the incorrect account.
- 7) Officials are required to be able to help at least 2 sessions per day to be eligible to claim expenses, be provided with food and receive a gift (subject to availability).
- 8) Officials who travel to an event for training and mentoring may not claim expenses for that session as they are not working.
- 9) Officials who are parents/carers of swimmers competing in the gala or members of CSC may not claim expenses.
- 10) Officials travelling less than 50 miles from their home will be reimbursed at a rate of 45 pence per mile for officiating all sessions that day.
- 11) Officials travelling more than 50 miles from their home will be reimbursed at a rate of 45 pence per mile for one return trip and is expected that they will book an accommodation for overnight stay, which we will pay a maximum of £80 towards to it (provided it is approved in advance). More information can be found in [Swim England SouthEast Region Policy](#).
- 12) Other than travel by private car, receipts are required for all other claims in order for the claim to be authorised.

CSC Officials Expenses Claim Form			
Name of claimant:		Date of Claim:	
Address:		Event / Reason for Claim:	
Postcode:		Location:	
Phone:		Travel From:	
Bank Account Name:		Travel To:	
Sort Code:		Date of travel:	
Account Number:		Qualification:	
TRAVEL	Receipt Attached?	Expense Claimed	
Private Car (..... miles @ 45p per mile)	n/a	£	p
Rail		£	p
Public Transport		£	p
Taxi		£	p
Car Park (not to include Airports)		£	p
Hotel Accommodation and/or Meals		£	p
Miscellaneous		£	p
	TOTAL	£	p
Please email the completed form to officials@crawleysc.co.uk			

Claimants signature:

Date:

Authorised by:

Date:

Please note: By signing this form above, you are also undertaking the responsibility of declaring all payments to HMRC.