



Erith & District Swimming Club

Affiliated to: Swim England London, Kent County ASA and R.L.S.S.

Club Secretary: Mrs. S. Sproston

E-mail (for all enquiries): secretary@edsc.org.uk

Website: www.edsc.org.uk

Overview

This policy sets out the payment of expenses to volunteers and technical officials attending Erith & District Swimming Club promoted events.

Those who incur expenses wholly, exclusively, and necessarily in the performance of duties at Erith & District Swimming Club promoted events will be able to be reimbursed the actual cost of expenses incurred.

The purpose of the policy is to provide volunteer officials with clear guidance to the Club's position on the validity of expenses, the procedures for making an expense claim, the process, and the proper authorisation required.

In all cases, the payment of expenses will be subject to the authorisation of the event promoter and all expenses must be applied for by the individual concerned.

In claiming expenses, officials should remember that Erith & District Swimming Club (EDSC) is a "not for profit" organisation, with all income remaining in the Club to promote activities that further its development and aims.

The club therefore has a duty to its members to ensure that resources are used efficiently and effectively. Individuals have an obligation to ensure that expenses are reasonable and necessary, should they wish to claim.

The club's guiding principles in setting out this Expenses Policy are to ensure that volunteers and officials should neither profit nor be left out of pocket because of their participation in events promoted by EDSC and also to comply with prevailing UK tax law and HMRC guidance in respect of expenses.

Travel

We expect individuals to use the most "carbon efficient" ways of travelling given the circumstances of the particular journey. Travel by bus, train (standard second class) or private car is eligible. In all instances we ask that attending officials to share cars if logistically possible.

Under exceptional circumstances other methods of travel e.g. taxi will be permitted but subject to prior written agreement from the event promoter.

Car Mileage

Swim England's mileage rate is subject to HMRC Guidelines and is intended to cover travel expenses incurred whilst undertaking voluntary activities on behalf of the Swim England endorsed events.

Mileage must be calculated using Google maps fastest route. If the route involves a multi-stage journey each individual leg of the journey must be recorded.

Mileage will be reimbursed at £0.45 per mile and may be claimed by volunteers / officials on the basis of one return journey per day from home to the event venue.

Any total mileage claim in excess of 50 miles per day must be agreed with the promoter before the event.



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Parking

Crook Log Leisure Centre venue where all club-promoted events take place has extensive free parking for visitors. Parking charges cannot be claimed.

Accommodation

No expenses may be claimed for individual accommodation.

Subsistence

Erith & District Swimming club will provide drinks and light refreshments during all meet sessions.

Where more than one session takes place on a given day, lunches / afternoon teas for visiting officials will be provided by the club at no charge. No additional expenses may be claimed for lunches.

Sundry Other Expenses

Other necessary and event related expenditure must be agreed with the promoter before the event and subject to the production of a suitable receipt.

Time Limit

Claims should be submitted as soon as possible, and in any event, claims must be submitted within one week of the expense being incurred otherwise they may be rejected.

Discretion may be allowed in the case of late submission for Claimants where legitimate explanations exist for delays. Such explanations should be detailed on the claim.

The Claimant should also be mindful of the Club's financial year end on 28th February. To adhere to generally accepted accounting principles, all expenses for that year should be reported prior to year-end to ensure that the expense is appropriately captured in the financial statements.

Claim Form and Process

ALL claimants MUST submit a claim form (see below) to the promoter.

All claim forms must be signed and dated by the claimant. All expenses forms must have supporting receipts attached.

Failure to attach receipts/vouchers could result in the claim form being returned unpaid.

An individual cannot approve their own claim.

Payment will be made direct to the claimants nominated bank account, no later than 14 days from receipt of a correctly completed and approved claim form.



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EXPENSES CLAIM FORM: Please complete in BLOCK CAPITALS	
Forms can be submitted by email to:	openmeetentries@edsc.org.uk
Date of Claim:	
Event:	
Personal Details	
Claimant Name:	
Email address (for remittance advice)	
Travel From Postcode:	
Travel To:	
Notes: - Claims should only be made for essential journeys incurred for performing duties exclusively undertaken on behalf of Erith & District Swimming Club. - All individuals claiming travelling expenses are responsible for declaring expense income on expenses to HMRC. Erith & District Swimming Club will accept no responsibility for declaring payments on behalf of those making claims. - Receipts must be attached if applicable. - Failure to complete this claim form correctly may result in delayed payment.	
TRAVEL	Expense £
Private Car (miles @ £0.45 per mile)	
Rail	
Public Transport	
Taxi (if previously agreed with promoter)	
Other miscellaneous items if applicable - Please detail items and reason for purchase	
TOTAL	
Bank Details	
Bank Name	
Account Name	
Account Number	
Sort Code	
Your Signature:	