**Cumbria Amateur Swimming Association**

**Expenses Policy**

Policy

Cumbria ASA will pay travel, subsistence and other expenses for volunteers that are necessarily incurred:

* Attending meetings of Cumbria ASA, including sub-committees, within the county.
* Attending meetings on behalf of Cumbria ASA outside the county not otherwise paid for by the organisation calling the meeting.
* Undertaking any other journeys to transact business on behalf of Cumbria ASA (but not to include payment to officials).
* By the President representing Cumbria ASA if not paid otherwise.
* By referees during their training, if not paid otherwise (but not for attendance at competitions).
* By team managers attending competitions at which Cumbria ASA is taking part.
* Organising swim camps for Cumbria ASA members.
* For administrative expenses.
* By technical officials when they pay a fee to become a licensed official or when they renew their licence.

All claims for expenses shall be documented using an Expenses Claims Form or a Meeting Attendance Form.

Payments will be made by BACS or by cheque. No expenses will be paid in cash.

No claims for expenses, other than mileage, may exceed the individual’s actual expenditure.

Anything not covered within this policy will be at the discretion of the Executive Committee or the Officers of Cumbria ASA.

Travel

1. Costs of travel expenses will be paid as follows:

* Claims may be made for the actual mileage at a mileage rate set by Cumbria ASA Executive Committee; currently these are in accordance with HMRC guidelines):

Private Car:

* For journeys wholly within Cumbria the rate is 25p/mile.
* For journeys that involve some travel outside Cumbria the rate is 45p/mile.
* Motor cycle:
* For journeys wholly within Cumbria the rate is 12p/mile.
* For journeys that involve some travel outside Cumbria the rate is 24p/mile.

Note: Cumbria ASA does not take any responsibility whatsoever for the tax status of volunteers with HMRC. This is the sole responsibility of the individual. Specifically, should a volunteer claim more than 10,000 miles from their ordinary employment plus any Cumbria ASA and other volunteer activity, the volunteer is responsible for the tax position arising. Cumbria ASA does not undertake to log the mileage of its volunteers.

* Car Park charges with receipts where possible.

Accommodation and Subsistence

1. Accommodation and Subsistence will be paid when:
* It is necessary in order to set up for the event or for someone who needs to be a pool before 8.00am on the day of a competition.
* Someone travelling to a meeting outside the county would have to leave home before 7.00am or would arrive home after 10.30pm.
1. Where possible, budget hotels shall be used. The following rates for hotels and

subsistence should be used as a guide.

* Accommodation and breakfast: £80
* Evening Meal: £20 (not to include the cost of alcoholic drinks)

All claims for accommodation and subsistence must be accompanied by receipts.

Limitations

1. All claims shall be made within 28 days of the expenditure/event. Cumbria ASA

reserves the right to refuse to pay claims submitted after this period.

1. Where people travel together in the same vehicle, only one claim for the travel can

be made.

Administrative expenses

All administrative expenses will be paid for by Cumbria ASA to volunteers performing duties on behalf of the Association. This includes, but is not limited to, postage, stationery, printer cartridges.

Attendance at county organised competitions

Travel expenses will not be paid for technical officials and other poolside volunteers.

Accommodation and subsistence will be paid as outlined above.

Lunch and light refreshments will be provided for technical officials and other poolside volunteers at competitions that involve more than one session.