



Expenses – Coaching Staff

This policy explains the procedures for calculating and submitting expenses incurred on club business, including coaching and accompanying swimmers to galas, provided the adult has no swimmer of their own participating.

The club, will reimburse reasonable out of pocket expenses incurred by coaches when it is necessary to stay away from home overnight on official club business. This will include the following:

- hotel accommodation which should be booked in advance at the best possible rates. When booking accommodation, it should be taken into account the location of the hotel with regards the cost and time required to travel to and from the hotel
- breakfast, lunch and evening meal - to an overall maximum of £35 per day (please note that the coach may incur costs in excess of £35 but may only claim up to £35).
- applicable travel

It is essential to provide receipts for all reimbursable expenses. Expenses will only be reimbursed with a valid receipt and a complete expense form.

The person making a claim should ensure that:

- the expenses claimed represent a valid business expense in line with this policy;
- an adequate description of the expense is provided (what/when/why/where);
- the claim is properly dated;
- all receipts must be handed into a committee member

The authorizing committee member must be from the executive committee and must be satisfied that:

- the expenses claimed represent a valid expense in line with this policy;
- an adequate description of the expense is provided (what/when/why/where);
- the claim is properly dated;
- all receipts are provided in line with the policy.

Where the authoriser is not satisfied in relation to ***any of the above points***, the expense claim must be rejected.

Expense claims must be made within one month of the expense being incurred. Expense claims out-with the time limit will be rejected.



The policy explains the procedures for calculating and submitting expenses incurred by swimmers reaching **British Swimming Championships**.

The club, will reimburse reasonable out of pocket expenses incurred by swimmers when it is necessary to stay away from home overnight for high level competition. This will include the following:

- **half** the cost hotel accommodation for the swimmer, which should be booked in advance at the best possible rates. When booking accommodation, it should be taken into account the location of the hotel with regards the cost and time required to travel to and from the hotel
- full cost of event entries
- pool side club t-shirt

It is essential to provide receipts for all reimbursable expenses. Expenses will only be reimbursed with a valid receipt and a complete expense form.

The person making a claim should ensure that:

- the expenses claimed represent a valid expense in line with this policy;
- an adequate description of the expense is provided (what/when/why/where);
- the claim is properly dated;
- all receipts are scanned and uploaded into the system or handed into a committee member

The authorizing committee member must be from the executive committee and must be satisfied that:

- the expenses claimed represent a valid expense in line with this policy;
- an adequate description of the expense is provided (what/when/why/where);
- the claim is properly dated;
- all receipts are provided in line with the policy.

Where the authoriser is not satisfied in relation to ***any of the above points***, the expense claim must be rejected.

Expense claims must be made within three months of the expense being incurred. Expense claims out-with the time limit will be rejected.