



### **Romford Town Swimming Club Officials Expense Policy**

Romford Town Swimming Club values the time, effort, and commitment given by our volunteer officials. Our competitions rely on your support, and this policy sets out a clear and fair approach to reimbursing appropriate expenses.

#### **1. Eligibility**

This policy applies to officials who officiate all sessions in a single day and do not have a swimmer competing at the event.

#### **2. Travel Reimbursement**

Officials travelling from home may claim mileage at a rate of 45p per mile for a return journey.

Mileage will be calculated using the shortest available route on Google Maps. A cap of £20 per trip will apply.

#### **3. Additional Charges**

Reasonable additional expenses - such as car parking, ULEZ charges, and tolls - may be claimed with valid receipts.

*These additional expenses apply only to officials without a swimmer competing at the event.*

#### **4. Training & Mentoring**

Officials who attend an event solely for training or mentoring purposes, and not to officiate, may **not** count these sessions toward a travel claim, as this is not considered officiating under this policy.

#### **5. Shared Travel**

When multiple officials travel together in one vehicle, and none have a swimmer competing, only one travel claim should be submitted for the shared journey.

#### **6. Discretionary Exceptions**

RTSC reserves the right to make exceptions in special or exceptional circumstances, at the discretion of the Gala Promoter.

#### **7. Gratuity**

A single gratuity will be offered to officials who officiate in two or more sessions in one day across a gala weekend.

#### **8. Submission of Claims**

All expense claim forms must be completed and submitted at the end of the competition.