**ASA SW Region Swimming Officials Expenses**

**MILEAGE**

Mileage will be checked and verification may be requested before payment is made.

Payment for mileage will be made at an agreed current rate set by ASA South West and will normally be between **home address and the venue**. If the journey starting point differs from the

home address payment will be made for whichever is the shorter distance. Where an official has a

competing swimmer at boarding school and travels from outside the region, mileage will only be paid from swimmer’s home club/school. Mileage between the pool and the hotel will not be paid.

Mileage is paid for officials who work for the **whole day** (ie at least 2 sessions) at Championship Meets or at other events for the whole competition (ie Sprints, Masters, Disability). Relays – at least 2 sessions to be worked.

**ACCOMMODATION**

Applicable to Youth, Age Groups, Championships or any event with consecutive days. Maximum claim 1 night per weekend or 2 nights if work 3 days. **Claims for accommodation on the night prior to competition (eg Friday night) are not allowed.**

**Officials must work all sessions over both or all days**

Journey must be in excess of 1 hour.

Accommodation to be shared where possible.

Accommodation costs will be considered for those who make an official request on the Officials form, and approved in advance.

Officials will need to book their own accommodation and make a claim for re-imbursement on production of a receipt.

Presently the maximum allowance is £80 for 2 officials sharing a double/twin room or £60 single including breakfast and car parking charges. Accommodation costs above this amount with not be refunded.

**Officials who have a swimmer participating in the competition or are accompanied by other persons may claim 50% of the single room allowance on production of a receipt.**

**EVENING MEAL**

This is normally paid for those who have approval for overnight accommodation.

A detailed receipt **MUST** be attached to the claim form. If the receipt is for multiple people it must be clear which items are for the official.

Current rate is a maximum of £17.50 per night (alcohol cannot be included).

NB. Those who fulfil club duties requested by the Events Management Secretary are not entitled to claim expenses. Trainee Officials cannot claim expenses and should provide their own lunch.