



Kingston Royals Swimming Club

Policy regarding Payment of Expenses for Officials

Where Officials undertake duties on behalf of Kingston Royals Swimming Club, they should not be out of pocket for incidental expenses incurred whilst undertaking those duties. All qualifying expenses with receipts are refunded in full. Where an Official uses their own vehicle when carrying out duties for Kingston Royals, including travel from home to the place where these duties should be carried out, they are entitled to be recompensed for the mileage travelled.

Claims should only be made for essential journeys undertaken whilst performing duties exclusively on behalf of Kingston Royals Swimming Club.

Expenses cannot be claimed where an Official has a child/children swimming at the meet.

Officials who attend an event for training or mentoring only, may not claim travel expenses.

All claims must be made within 28 days of the event taking place.

The KRSC Committee have agreed that the following rates should be paid to Officials where a duly completed expenses form has been completed and submitted to the event organiser for approval.

(Where people travel together in the same vehicle, only one claim for travel can be made.)

Motor car/van – petrol/diesel/hybrid	45p per mile
Motorcycle or similar	15p per mile
Electric car/vehicle	5p per mile
Bicycle	No rate

An Expenses Form to make a claim can be downloaded from the Kingston Royals website using the link below:-

[Expenses Form](#)

All rates are to be effective from 1st September 2023 until further notice.