Surrey County ASA
Expense Policy

Surrey County ASA would like to recognise the hard-work and dedication of our Officials and Volunteers who contribute to the organisation and delivery of all our aquatics disciplines' activities. To that effect, we set out below a policy to define and clarify the expenses which may be claimed for reimbursement and the process by which a claim must be submitted and will be processed.

1. Policy

1.1. Mileage

Surrey County ASA align our policy with the HMRC Guidelines in force on the date of the claim. The rates applicable at the time of publication of this document are:

- Cars - Petrol/Diesel/Hybrid: £0.45 per mile
- Cars - Electric: £0.09 per mile
- Motorcycles (all): £0.24 per mile

Valid mileage claims are based on:

- one (1) return journey from home to meet venue when staying overnight in booked accommodation; or
- one (1) return journey per day from home to meet venue.

Mileage must be calculated using Google Maps Directions using the Fastest Route option. Claims must be submitted with starting and ending postcodes for each journey.

1.2. Parking and Other Vehicle Expenses

Surrey County ASA asks that Volunteers/Officials select parking locations based on mitigating the cost to the County. Valid parking claims are based on one (1) continuous parking session for each attended day of the meet. Receipts shall be provided for parking claims.

Under no circumstances shall fines – speeding or parking – be reimbursed.

Charges such as Road Tolls, London Congestion Charges and ULEZ Charges shall be accepted only if pre-authorised by the Treasurer or Chair and supported by documentary evidence of having been incurred.

1.3. Public Transport Fares

Only standard economy class or lowest prevailing fares will be accepted for travel by bus, train, Docklands Light Railway (DLR) and/or tram.

1.4. Subsistence/Meal Allowance

- Lunch: Where lunch is not provided at the venue, a Volunteer/Official may claim £10.00 per day attended.
- Breakfast: Where overnight accommodation has been approved and where the approved cost of the accommodation does not include breakfast, a Volunteer/Official may claim £5.00 per day attended starting on the first day of the meet.
- Evening Meal: Where overnight accommodation has been approved, a Volunteer/Official may claim £20.00 per day attended starting on the first day of the meet.

1.5. Overnight Accommodation

Overnight accommodation must be pre-authorised by the Surrey County ASA Treasurer prior to a Volunteer/Official incurring the cost or liability for the cost. Authorisation for overnight accommodation will generally only be considered where:

- the home of the Volunteer/Official is sixty (60) miles or more from the venue (at the discretion of Surrey County ASA); and
- where the Volunteer/Official does not have a competitor at the meet; and

- where the planned stay is between days of attendance at the meet.

Surrey County ASA reserve the right to use their discretion when considering applications for overnight accommodation.

1.6. Other expenses

All other expenses must be pre-authorised by Surrey County ASA prior to a Volunteer/Official incurring the cost or liability for the cost.

2. Relationship & Responsibility

2.1. There is no actual or implied employment relationship between Volunteers/Officials and Surrey County ASA.

2.2. Surrey County ASA is not responsible for:

- declaring expenses paid to HMRC; or
- deducting any applicable taxation from the claimed expenses at source; or
- the payment of any tax liability which arises from the claiming and reimbursement of expenses.

3. Claims Process

3.1. Claims will only be considered if submitted using the published Surrey County ASA Expense Claim Form and completed in full. Claim Forms may be downloaded from the Surrey County ASA meet website.

3.2. A separate Claim Form must be submitted for each meet.

3.3. Except for Subsistence/Meal Allowance claims, all Claim Form item lines must be supported by a legible receipt or ticket which must evidence:

- Mileage – Home postcode.
- Parking – date, duration, and cost.
- Fares – start location, destination location, date, and cost.
- Overnight Accommodation – location, check in date, check out date, cost.
- Other expenses – clear description of expense, date of expense and cost.

3.4. Subsistence/Meal Allowance claims must detail the dates for which the claim is being made.

3.5. Claim Forms and supporting receipts/tickets must be submitted by email to the Treasurer at finance@surreyasa.co.uk

3.6. Payment will be made to the provided bank details by direct bank transfer. Expenses will not be reimbursed in cash.

3.7. The information submitted in the Claim Form and in the attached receipts/evidence will only be used for the purposes of processing the Claim Form and reimbursing the expenses. Your personal data will be stored securely by Surrey County ASA and will only be handled by those required to do so for the above purposes. Surrey County ASA will always comply with our Privacy Policy and with all applicable data protection legislation.