

# Devon County ASA

## Officials Expenses Policy

1. Mileage.
  - a) Mileage for an official to attend a competition will be paid at an agreed rate set by the Devon ASA, which may be varied from time to time.
  - b) Mileage will be checked and verification may be requested before payment is made.
  - c) Payment for mileage will be normally be made for a return journey between the official's home address and the venue.
  - d) If the journey starting point differs from the home address, payment will be made for whichever is the shorter distance.
  - e) Where an official travels from outside of Devon and has a competing swimmer at a Devon boarding school, mileage will only be paid for the shortest distance between the swimmer's club/school and the mileage calculated in points c and d above.
  - f) Mileage will only be paid if an official works for at least one session in a day.
  - g) Mileage will be capped at a maximum of 150 miles for a return journey.
2. Accommodation.
  - a) A contribution towards accommodation can be claimed by officials travelling more than 60 miles (120 miles return) for a competition that runs over consecutive days if they are officiating on both days.
  - b) The contribution will be equivalent to the return journey that would otherwise be claimed as defined in point 1 above, plus a meal allowance paid at an agreed flat rate set by Devon ASA, which may be varied from time to time.
3. All claims must be submitted electronically, using the form available on the Devon County ASA web site and sent to [treasurer@devonswimming.org.uk](mailto:treasurer@devonswimming.org.uk) by the end of the month following the competition. For example, if the competition is held in February, then the submission must be made by the end of March.
4. Official means a Swim England registered technical official, including registered trainees.
5. All officials, including trainees, are required to register their planned attendance on the online Swim-Meet.com web site for the DCASA event.

Current Rates applicable from 01/04/2022:

Mileage rate	45p per mile
Meal Allowance	£20 per night