

Devon County ASA

Officials Expenses Policy

Version 1.1 Applies from 01/08/2024

1. Mileage.
 - a) Mileage for an official to attend a competition will be paid at an agreed mileage rate set by the Devon ASA, which may be varied from time to time. The current mileage rate is shown in the addendums to this policy.
 - b) Mileage will be checked and verification may be requested before payment is made.
 - c) Payment for mileage will 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) The shortest route, as indicated by Google Maps, will normally be the maximum permitted mileage unless there is an alternate route indicated as acceptable by the treasurer or there are exceptional circumstances that are agreed with the treasurer. A list of current permitted alternative routes are shown in the addendums to this policy.
 - f) For Devon County competitions, 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 to e above.
 - g) Mileage will only be paid if an official works for the majority of sessions in a day.
 - h) Mileage will be capped at a maximum of 200 miles for a return journey.
 - i) An additional supplementary mileage rate will be paid per mile for each additional official travelling in the same vehicle if that official also attends the majority of sessions in a day. This supplementary mileage rate will be set by the Devon ASA, which may be varied from time to time.
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 and attend the majority of sessions on those 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.
 - c) No accommodation expenses can be claimed for Devon County competitions if an official travels from outside of Devon and has a competing swimmer at a Devon boarding school.
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 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, Swim Wales or Swim Scotland 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.
6. No exceptions to this policy will normally be permitted unless there is an email agreement in advance with the Devon County Treasurer.

Data Processing Statement: By completing an expenses claim form you understand that the DCASA will be gathering personal data/information about you. We do this in order to provide an accurate record of expenditure for accounting purposes and to enable us to accurately process your claim for expenses. We do not share your data with third parties. We will hold the information securely and access will be controlled by the treasurer only for payment purposes. The information will be retained for a minimum of 12 months from the date of the form. If you have any complaint or questions in respect of the use of your data, please contact: treasurer@devonswimming.org.uk

DCASA OFFICIALS EXPENSES POLICY ADDENDUMS

1. Current mileage Rates applicable from 01/08/2024:

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

Supplementary mileage rate 10p per mile, per additional official travelling in the same vehicle.

2. Permitted alternative routes:

Travelling from Barnstaple and Ilfracombe and the nearby areas to Plymouth Life Centre: travel is permitted via the North Devon Link Road (A361) to Tiverton and then the M5 and A38 to Plymouth.