



KUHSC

COACHING CHAMPIONS SINCE 1996



KUHSC Expenses Policy

1. Purpose

Kingston upon Hull Swimming Club (KUHSC) recognises the significant contribution made by officials and coaches in supporting competitions, galas and other club activities.

The purpose of this policy is to ensure that individuals undertaking approved duties on behalf of the club are not left out of pocket through reasonable expenses incurred whilst carrying out those duties.

Expense reimbursements are intended solely to cover genuine costs incurred and do not constitute payment for services.

2. General Principles

1. All claims must be submitted using the official KUHSC Expenses Claim Form.
2. Claims should normally be submitted within 14 days of the event or activity.
3. **Original receipts must be provided for all expenses except mileage claims.**
4. Reimbursement will normally be made by BACS transfer.
5. Volunteers and officials are encouraged to share transport and accommodation where practical. Where multiple individuals travel in the same vehicle, only one mileage claim may be submitted.
6. Any expense expected to exceed £100 must receive prior approval from the Club Treasurer or Chair before expenditure is incurred.
7. The Committee reserves the right to refuse any claim that does not comply with this policy.
8. Any fraudulent or misleading claim may result in disciplinary action and recovery of monies paid.
9. All expense reimbursements remain subject to approval by the Club Treasurer, Chair or designated Event Promoter.



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3. Travel Expenses

Mileage may be claimed when travelling to undertake an approved role on behalf of KUHSC.

Mileage will be reimbursed at the prevailing HMRC Approved Mileage Allowance Payment (AMAP) rate for private vehicles.

Mileage must be calculated using the fastest route shown on Google Maps.

Reasonable parking charges, tolls and public transport costs may also be claimed where supported by receipts.

Taxi fares will only be reimbursed in exceptional circumstances and must be approved in advance wherever possible.

Individuals attending solely for training, mentoring or assessment purposes may not claim travel expenses.

4. Meal Allowances

Lunch and refreshments will normally be provided at KUHSC events.

Where lunch is not provided, officials, coaches and team managers may claim up to **£10 per day** supported by an itemised receipt (£5/half day)

An evening meal allowance of up to **£15 per day** may be claimed where:

- overnight accommodation has been approved by the club;
- duties require attendance beyond 8:00pm; or
- exceptional circumstances have been approved in advance.

Alcoholic beverages will not be reimbursed.

5. Accommodation

Accommodation may be provided or reimbursed where attendance at an event would otherwise create unreasonable travel requirements.



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Accommodation must be approved in advance by the Club Chair, Treasurer or Event Promoter.

Accommodation will normally only be considered where:

- the official, coach or team manager lives more than 40 miles from the venue; or
- travel time exceeds two hours each way; or
- reporting or finish times make same-day travel impractical.

Accommodation booked without prior approval may not be reimbursed.

Individuals claiming accommodation expenses are expected to seek reasonably priced accommodation and make every effort to minimise costs. The Club reserves the right to limit reimbursement where accommodation costs are considered excessive.

6. Exceptional Circumstances

The Club Chair, Treasurer or Event Promoter may approve reasonable expenses outside this policy where exceptional circumstances exist and sufficient justification is provided.

P.O.BOX 776

ENNERDALE LEISURE CENTRE
SUTTON ROAD KINGSTON UPON HULL
HU6 9YZ



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KUHSC EXPENSES CLAIM FORM

Full Name:

Date:

Role (Official / Coach):

Event:

Bank Details

Account Name:

Sort Code:

Account Number:

Expense Type	Details/Evidence	Amount Claimed (£)
Mileage	_____ miles x 0.55p	
Parking	Attach receipt	
Lunch (if not provided)	Attach receipt	
Evening Meal (pre-approved only)	Attach receipt	
Accommodation (pre-approved only)	Attach receipt/booking	
Other (please specify)		
Other (please specify)		
Total Claimed		

Declaration: I confirm that:

- The expenses claimed were incurred whilst undertaking authorised duties on behalf of Kingston upon Hull Swimming Club.
- The information provided is accurate and supported by receipts where required.
- These expenses have not been claimed from any other organisation.

Claimant

Name:

Signature:

Date:

Approval

Name/Role:

Signature:

Date: