



**British Gymnastics**  
**Expenditure Guidelines for Technical Committees, Judges & Officials**  
**at National (& Home International) Competitions**

Technical Committee Chairs and their National Competition Organisers (NCO) / Budget Holders are requested to, where possible, discourage unnecessary travel and accommodation costs around National and Home Internationals in order that the events can be delivered as cost-effectively as possible.

You are requested to follow the listed guidelines below, and refer all queries to the Events Department.

**Pre – Event**

- All accommodation for National Events is to be booked by the Events Department, with the requirements channelled through the National Competition Organiser.
- Judges and officials of the same gender are required to share where possible. Pairings (room lists) are to be confirmed by the NCO.
- If a single room is required, the individual may be required to pay the difference in price. Requests for a single room are to be communicated direct to the NCO. Requests and reasons for such requests are to be submitted to the Events Department and the decision will be made by the Director, Technical & Education.
- If the event is for one-day only, the previous night's accommodation can be requested if the judge / official is more than 3 hours travelling time away from the venue, This will also depend on the competition start time.
- If the event is for one day only, no post-event accommodation will be booked unless the individual has travelled a considerable distance. Decisions will be made on individual cases.
- Travel arrangements –
  - All flights / train tickets are to be booked through the events office: precise times of travel will be agreed with the individual prior to confirming the booking.

- Where possible, judges / officials are to travel together i.e., people departing from the same area/club should car-share where possible and only one expense claim form submitted.
- Flights / train tickets are to be requested a minimum of one month prior to the competition to secure the best price. After this time, requested times of travel may not always be met depending on the cost.
- Confirmation of accommodation arrangements will be communicated by the National Competition Organiser 2 weeks prior to the event.
- If you are no longer available to attend and your accommodation / travel has been booked, you may be required to pay for all or some of the cost (depending on circumstances).

### **At the Event**

- All accommodation where possible will be booked on a dinner, bed & breakfast basis. If this is not possible, the NCO will inform you of your evening meal allowance entitlement (£15.00). The allowance is for food only (no alcohol) and is to be claimed back using a BG non-staff expense form and accompanied by detailed receipts.
- Lunch / refreshments will be provided at the venue during the event.

### **Exceptional Circumstances**

- These guidelines are in place to encourage the most cost-effective ways of delivering these events. It is appreciated that in certain instances, travel and/or accommodation costs can be reduced when researched and booked by the individual. Such arrangements are to be discussed and agreements reached between the individual and the Events department.

### **Claim Forms**

- All additional expenses (outside of mileage) must be agreed by the NCO in advance of the event.
- All Expense Claim Forms must be accompanied by detailed itemised receipts (not basic credit card receipts).
- The relevant expense claim form can be found at: [Volunteers – Expense Form](#)
- As expenses are paid electronically by BACs, the first time a claim is made it must also be accompanied by [Volunteers - New Supplier Form](#) that can be found by clicking on this link.
- Expense Claim Forms must be submitted as soon as practicable after the event and no later than three months of the event.