

## VOLUNTEER EXPENSES POLICY for Regional Events

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London Gymnastics (LG) is both mindful and appreciative of the fact that the vast majority of its activities are run or officiated by judges, officials and helpers (hereafter referred to as 'claimants').

### **Aims and Objectives of the LG expenses policy:**

- Limit the volunteers' liability to pay income tax on their expenses.
- Ensure that we comply with current government guidelines relating to the payment of expenses
- Ensure that claimants are not out of pocket by supporting Regional and National Events

### **Rate of expenses**

- Each LG TC/organising team will set out and publish their agreed rate of travel for claimants supporting Regional events
- Each Organiser will set an event budget to enable payment of expenses
- Claimants may be entitled to travel expenses, mileage rates can be found below
- Only expenses as set out by the LG TC/organising team will be honoured

### **Eligibility to receive expenses**

- Expenses are paid at the discretion of the TC/organising team
- Only expenses which have been approved will be allowed
- A claimant may waive their right to receive expenses if they so wish

### **Accommodation Arrangements**

For out-of-region claimants (those not belonging to an LG Affiliated club) attending a regional event

- It is desired that all hotel bookings are to be booked and paid for centrally by the TC/organising team
- Claimants of the same gender are required to share where possible
- 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 directly to the TC/organising team

### **Travel arrangements**

- Where possible claimants 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
- Travel expenses will be paid at a minimum of 35p and a maximum of 45p per mile

## At the Event

- Claimants will be provided with food and refreshments throughout the event, by the organisers

## Making a claim

- Expenses will only be paid out on receipt of a LG Expenses Claim Form (which can be downloaded from the LG website)
- All travel expenses outside of mileage must be agreed by the TC in advance of the event e.g. taxi, plane, train
- All Expense Claim Forms must be accompanied by detailed itemised receipts, with the exception of mileage which is paid at the rate on the expense form
- Expense claim receipts may be submitted as a photograph or scanned file. It must be legible in order to be processed
- Expenses will only be paid electronically by BACs
- Expense Claim Forms must be submitted within 28 days of the event

## The right to refuse

LG reserves the right to refuse a claimant from taking up a duty, if it feels it is unable to meet the costs associated with the individual being present.