

## Falkirk Otter ASC Expenses Policy

### Expenses Policy

Falkirk Otter ASC is a non-profit making organisation. All income shall remain in the club to promote activities in the Club Development. Allowable expenses are determined by the committee.

**Coaches** who attends Galas or Swim Camps away can claim

- Travel by bus, train, car (25p per mile), or taxi (if agreed with the committee in advance).
- Reasonable cost to cover overnight accommodation where this is not included in the event.
- A daily food expense where meals are not included in the event of up to a maximum of £7 for day events (Claim to be supported by a VAT receipt)

**Volunteers** should neither profit nor be left out of pocket as a result of their participation in events on behalf of "The Club".

**Team Managers**, who attend galas or swim camps outside of Scotland in an official club capacity as team manager, can claim:

- Travel by bus, train, car (25p per mile), or taxi (if agreed with the Committee in advance).
- Reasonable cost to cover over night accommodation where this is not included in the event. (Claim to be supported by a VAT receipt)

In order for reimbursement Coaches/Volunteer must fill out a claim form and provide evidence of expense (wherever possible).

Swimmers attending meets outside of Scotland at UK or International level can only claim expenses if this has been agreed with the committee in advance of the event.

**Policy Statement issued by Management Committee on behalf of Falkirk Otter ASC**