

Regional Travel and Accommodation Policy

- All claims must be made on the correct form and submitted to the regional office post event. (within 28 days)
- All expense claims (excluding mileage) must be accompanied by the receipt or a copy of the original.

- **Travel:-** At regional events mileage expenses will be paid at the current rate
Full Day 45 pence per mile
Please note that 2 or more people sharing a car – mileage will only be authorised for 1 person. Please note that “spot checks” will be made for auditable documentation.

Parking:- Parking at the Manchester Aquatics Centre will be reimbursed post event by way of claim. The other venues used by the region to host events do not currently charge for parking, however should this change, then parking costs will be refunded as above.

- **Catering:-** Tea, Coffee and light refreshments will be provided.
Lunch **if not** provided for any Regional Event, officials will be entitled to claim a flat rate of £5.00 for lunch.

- **Accommodation:-** Overnight accommodation for those officials who are officiating for **two consecutive full days** is available upon request via the Regional Office.
In order to avail yourself of this you must live fifty miles away from the venue being used to host the event. In addition you must make arrangements/a request for accommodation through the regional office (at least 6 - 8 weeks prior to the event).

Reimbursement of accommodation not authorised via the regional office or events team and booked independently will not be made.

- For those officials who stay overnight, an overnight meal allowance in accordance with the current Swim England/British Swimming rate will be paid along with the provision of breakfast. This currently stands as £20.00 for an evening meal and £5.00 for breakfast, should breakfast not be available at the hotel.

- **Isle of Man:-** For officials based in the Isle of Man, return travel, accommodation, meal allowances as described above and travel to and from the airport of entry will be provided. (to a maximum of £300.00).

This may be in the form of taxi or hire car dependent upon the number of travellers, the location of the hotel in relation to the venue and cost.

Again all travel and accommodation must be booked via the regional office or notified to the regional office (at least 8 weeks prior to the event).

Should a group of Isle of Man officials wish to travel by way of ferry using their own vehicle, then this needs to be approved by the regional office or events team.