

Travel and Accommodation Policy for Technical Officials and Volunteers at Regional Open Water Championships

Policy Statement

The SE East Region Open Water Leadership Group (OWLG) values the dedication of our volunteers. In line with Swim England licensing agreements, this policy ensures a fair and transparent process for reimbursing expenses.

Travel Expenses

Travel is reimbursed under the following conditions:

- **Mileage:** Authorised volunteers can claim **45p per mile**, calculated via the fastest route on Google Maps.
- **Public Transport:** Claims are limited to **standard or discounted fares** only. Original receipts must be provided.
- **Car Sharing:** Only one claim may be submitted per vehicle.
- **Parking:** Costs are reimbursable only with a receipt. If the venue provides permits, these must be used.
- **Eligibility:** To claim travel, volunteers must work the **full duration** of the Championships.

Accommodation

A limited number of hotel rooms are available for volunteers who assist with both the event set-up (minimum 4 hours) and the full competition day. Rooms are provided on a **room-only basis**, with breakfast served at the event venue.

- **Criteria:** To qualify, your home address must be **over 80 miles** from the venue, calculated via the fastest route on Google Maps.
- **Booking:** Regional hotel rooms must be used first.
- **Allowance:** If regional hotel rooms are fully booked, eligible volunteers may book their own accommodation on a room only basis and claim a refund. You can claim up to the amount listed in your invitation. Please note: we only cover costs for the volunteer; additional guests are at your own expense.
- **Receipts:** Claims are paid against actual spend up to the published limit. Receipts are mandatory.

Essential Volunteers & Exceptions

The OWLG identifies essential volunteers for event set-up and operations who are automatically eligible for travel and accommodation. The Open Water Manager holds delegated authority to make exceptions in extraordinary circumstances.

How to Claim

1. Complete the **Regional Expense Claim Form**.
2. Submit the form and all receipts within **28 days** of the event.
3. Email your claim to **openwater@eastswimming.org** for authorisation and payment.