



DURHAM CITY

Amateur Swimming & Water Polo Club



Policy on Out of Pocket Expenses for Club Volunteers

Scope

The policy on Out of Pocket expenses applies to all volunteers involved in the Club.
(For Club Employees, please see the policy on Out of Pocket Expenses for Club Employees.)

These policies do not apply where the Club has entered into a commercial agreement, either formal or informal and which has been approved by the Club's Committee, for the supply of goods and services to the Club.

Principles

The key principles which have guided this policy are:

- Volunteers should neither profit nor be left out of pocket as a result of their participation in events on behalf of the Club. In many situations, volunteers are happy to meet the costs of out of pocket expenses that they may incur. However, the guiding principle is that volunteers can, if they wish, reclaim legitimate out of pocket expenses incurred as part of their voluntary activity.
- In general, members should not benefit financially from the provision of voluntary assistance to the Club. The principle here is that voluntary assistance is freely given and should not be motivated by financial reward, whether given in the form of direct payments or in the form of payment-in-kind.

Definition

Out of Pocket Expenses are the incidental costs that are incurred by members wholly and necessarily when undertaking voluntary activity on behalf of the Club's Committee. Expenses which are incurred by members not wholly or necessarily through voluntary activity on behalf of the Club's Committee will not count as Out of Pocket Expenses. For the avoidance of doubt, any activity undertaken by any parent in direct connection with a gala or training session attended by one of their children does not count as voluntary activity on behalf of the Club's Committee (e.g. helping poolside at a Gala).

If a volunteer is a Team Manager/chaperone and attends galas or swim camps away from home in an official club capacity as team manager/chaperone then they can claim expenses in line with expenses claimed by club employees whether they have a child in attendance at the gala/swim camp or not (see Policy for Out of Pocket Expenses for Club Employees).

Prior Approval

Volunteers who intend to seek reimbursement on any one occasion of Out of Pocket Expenses likely to exceed £30 should seek approval from the Treasurer in advance of such expenditure being incurred. Where the Out of Pocket Expenses are likely to exceed £100, the Treasurer should refer the matter to the Committee for approval. Members who fail to seek prior approval for such claims risk the claim for Out of Pocket Expenses being disallowed.

Expense Rates

Out of Pocket Expenses will be reimbursed at cost subject to the following maximum rates:

- Overnight accommodation including breakfast- cheapest suitable option available and any case no more than £80 a night unless approval is gained from the Executive Committee.
- Evening meal – £15
- Lunch - £5
- Travel by private car at a current rate of 45p per mile with an additional 5p per mile if a passenger is a person who would have been entitled to claim mileage had they travelled separately
- Travel by public transport - cheapest available and suitable fare

Reimbursement of Expenses

Out of Pocket Expenses will be reimbursed subject to the authorisation of the Treasurer, except in the case of Out of Pocket Expenses incurred by the Treasurer which shall be subject to authorisation by the remaining members of the Executive Committee. All claims for reimbursement of Out of Pocket Expenses should be accompanied by receipts showing the expense claimed or, in the case of travel by private car, by an itemised list of the journeys and distances involved. The method of repayment shall be at the discretion of the authorising officer.

Approved – September 2016