



ESC Meet Expense Policy – Officials

Expenses must be submitted on an ESC expense claim form showing detailed narrative of all expenses incurred along with the receipt of purchase, if relevant. Expense claims must be authorised for payment prior to sending your expense claim to Finance for payment. Payment will be made within 7 days of receipt in the finance department. Expenses must be submitted within 3 months of incurring the expense.

Travel Expenses

Mileage allowance 40p per mile

This covers one return journey per day from home to event venue. This is subject to prior confirmation by Ealing Swimming Club – Finance Department and will be approved on event basis.

Mileage to be calculated using google maps with start and finish post codes provided.

Food and Drink

Lunch will be provided for Officials at full day ESC meets.

Drinks will be provided at ESC meets.

11th July 2023