



Guidance Notes on Accommodation and Expenses at Open Water National Events

The following are guidelines for the payment of expenses for Technical Officials at SASA Open Water National Events lasting two days or more.

Applicants seeking expenses will be required to officiate for all races on the days that they are in attendance and must be willing and able to undertake any assignment for which they are qualified.

Officials travelling with a swimmer competing in the event will be entitled to not more than 50 per cent of the expenses laid out below.

All claims will be vetted by the Meet Director and are designed solely to reimburse expenses actually incurred.

Travel to and from the Championships

The standard second class train fare or agreed SASA mileage rate (currently £0.35 per mile) may be used for travel expenses.

For Officials staying overnight, one return journey only will be paid for. For those who are travelling home, daily travel expenses will be capped at £35.00.

Accommodation

Pre-booked overnight accommodation or an overnight allowance will be considered for those officials who travel a distance of more than 50 miles from home to the event.

Scottish Swimming will pre-book this accommodation or provide an overnight allowance of up to £30 for accommodation for officials attending Championships for two or more consecutive days.

For Officials who live more than 70 miles from the event, overnight accommodation may be requested for the night preceding their period of attendance. Such requests must be agreed in advance with the Meet Director.

Overnight accommodation or the overnight allowance will not be allowed for an Official attending only one day of an event.

There may be Officials who require overnight accommodation due to extenuating circumstances or because they are involved in setting up the course on the day before. This may be permitted at the discretion of the Meet Director and must be agreed in advance.

Please note: for those Officials booking their own accommodation and claiming the overnight allowance, an accommodation receipt must be submitted with the claims form. This is a requirement of HMRC.

Meals

An overnight meal allowance of up to £15.00 may be claimed by Officials eligible for overnight accommodation or allowance to cover evening meal and breakfast. Officials should not claim more than they have actually incurred.