



SWIM ENGLAND HERTFORDSHIRE

County Association of Swim England East Region



POLICY REGARDING PAYMENT OF EXPENSES FOR VOLUNTEERS

Swim England Hertfordshire have reviewed their policy with regard to the payment of expenses for volunteers.

Where volunteers undertake duties for the County they should not be out of pocket for incidental expenses incurred whilst undertaking those duties. All qualifying expenses with receipts are refunded in full.

Where a volunteer uses their own vehicle when carrying out duties for the County, including travel from home to the place where these duties should be carried out, they are entitled to be recompensed for the mileage travelled.

The Management Board of the county have agreed that the following rates should be paid to volunteers where a duly completed expenses form has been completed and submitted to the event organiser for approval.

Motor car/van – petrol/diesel/hybrid	25p per mile
Motorcycle or similar	15p per mile
Electric car/vehicle	5p per mile
Bicycle	No rate

An expenses form to make a claim can be downloaded from the County web site.

All rates are to be effective from 1 July 2022 until further notice.

Simon Lever
Finance Officer Swim England Hertfordshire

July 2022