



## TIVERTON SWIMMING CLUB

### Guidelines for the submission of expenses relating to TSC business

Expenses are handled as fuel costs, hotel costs, subsistence and other general expenses which are related to club business, attendance at gala's and other planned meetings. The following points are relevant:

**Hotels and subsistence-** Tiverton Swimming Club will cover all reasonable costs incurred when staying in a hotel overnight due to a 2 or 3 day gala. The maximum reimbursements per overnight stay are:

Hotels: £80 (to include breakfast where possible)

Dinner: £20 (usually evening meal)

Drinks: Maximum 2 with meal

Breakfast: £10 (if not already included in hotel rates)

Subsistence during the day will only be paid for the days **after** an overnight stay

Meals taken at hotels should be included under the hotel category.

Any deviation from the above must be approved in advance by the Committee.

All expenses for purchases must be supported by a relevant VAT receipt.

Internet purchases should only be made where a **VAT receipt** can be obtained.

All expenses must be sent to the club Chairman for authorisation, the only exception being during holidays or illness. If you cannot meet the deadline for completion of the expenses form it is your responsibility to inform the Chairman.

### Other general expenses:

Any other expense which does not fall under above category must also be presented with a VAT receipt enclosed and authorised by the club Chairman, Secretary or Treasurer.

If you have any questions or comments on the expenses you wish to claim, please discuss with the Chairman and treasurer in the first instance.

Updated by Tiverton Swimming Club Chairman in May 2016