

## **Aberdeen Dolphin Swimming Club Travel and Expenses Policy**

Aberdeen Dolphin Swimming Club will reimburse all reasonable expenses incurred by Officers of the club or other members of the Club acting as agents of the Club on the Club's behalf.

1. Expenses will not be paid for any member who is officiating at a swimming meet where they have a child or family member competing.
2. Expenses will not be paid for any costs associated with a child taking part in the normal activities of the club. For example, travel for attendance at training would not be a reasonable expense.
3. If possible the expenditure should be agreed with a member of the Management Committee prior to committing to the purchase or payment.
4. "Reasonable expenditure" is a subjective term, but the principle intent is to ensure that the cost incurred is specifically for carrying out a duty on behalf of the club, purchasing goods or services for the club and that the cost is minimised. For example travel and accommodation when acting in an official capacity for the club unless excluded as above, (1 & 2), would be a reasonable expenditure. However, purchase of first class air travel would not be minimising the cost to the club.
5. Use of a car on the club's behalf will be reimbursed at a rate of £0.40p per mile travelled.
6. Expense claims should be submitted on the "Expense Claim Form" and accompanied by a relevant receipt.
7. Expenses are covered in the Aberdeen Dolphin Swimming Club Constitution, Byelaws and Regulations under Byelaw BL7.0.7