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WELSH ATHLETICS
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Officials' Expenses and Accommodation Procedures

Written September 2015

Mileage

Mileage will be reimbursed at a rate of 30p a mile up to the maximum claim of 300 miles.

If you do drive to an event, please try and car share with other officials. If you are car sharing, mileage will be reimbursed at a rate of 30p per mile up to 300 miles with an additional 5p per passenger.

Please consider whether driving to an event is the best and most cost-effective method of travel. Train options are available and can be more economical as well as a more comfortable journey.

The amount payable in respect of travel from home to a point of assembly and vice versa, using public transport is based on a second-class rail fare only, plus other costs using public transport as necessary to and from rail stations. Where possible, cheap day or weekend return tickets must be obtained. To travel by rail, prior permission must be obtained from Welsh Athletics Ltd. All rail tickets must be produced to the office together with the claim form.

Any official who wishes to travel to a point of main assembly and vice versa by air do so under exceptional circumstances only and must obtain prior permission from Welsh Athletics Ltd.

Food

Packed lunches or a lunch voucher system are the usual practices for providing lunches at the stadium.

Evening meal allowances are paid at the discretion of the Meeting Manager/ Welsh Athletics Competitions Department. A maximum of £15 per evening meal is payable. Please attach all receipts for meals to the claim form.

Accommodation

Accommodation will not be provided for one day meetings except where the duties of an official require them to attend the Technical Meeting and/or briefing by the Management Team or to be on site early in the morning e.g. Technical Manager/Clerk of Course. Provision of accommodation in such cases will be at the discretion of the Welsh Athletics Competition Department and will be provided if the official must travel 75 miles or more to the venue. In the event of an elongated programme of competition with early start or late finishes, accommodation will be provided to officials who meet these criteria for the provision of accommodation.

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Accommodation for two-day meetings will be provided for any official who must travel 75 miles or more to the venue. Accommodation will usually be provided on a bed and breakfast basis.

Accommodation at all events will be on a twin basis. Officials who would prefer a single room may, where available, pay a single room supplement to secure a single room. This single room would normally be deducted from that official's expenses claim form. Welsh Athletics will NOT pay any expenses for accommodation booked by officials at other hotels. Where officials' duties require them to be on site the previous evening or early on the first day of competition e.g. Technical Manager/Clerk of Course, an additional night's accommodation may be provided.

Officials will always be able to select who they would prefer to be twinned with and this will be granted wherever possible.

Officials with medical conditions may be supplied with a single room. This will be looked at on a case by case basis. Please refer to the Welsh Athletics Competitions Department.

It is vitally important that requests for accommodation are received at the time of accepting your appointment to an event. Requests can be amended up to 4 weeks before the event by contacting the Welsh Athletics Competitions Department. This will help us to manage our room allocation with our accommodation provider and will mean that we can, in most cases ensure all officials are allocated to the same hotel. Late requests for accommodation often result in acquiring rooms in additional hotels which many officials find inconvenient.

Accommodation will not be provided for any non - officiating partners.

Officials will be responsible for settling any extras incurred before leaving the accommodation.

The Meeting Manager/ Welsh Athletics Competitions Department will be responsible for approving your expense claim form on the day. Please keep any relevant receipts; otherwise payment will not be made.