



HERTFORDSHIRE AQUATICS CLUB

POLICY REGARDING PAYMENT OF EXPENSES FOR VOLUNTEERS

Hertfordshire Aquatics Club have considered their policy with regard to the payment of expenses for volunteers.

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

Where a volunteer uses their own vehicle when volunteering for the club 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 committee of the club 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	20p per mile
Motorcycle or similar	10p per mile
Electric car/vehicle	4p per mile
Bicycle	No rate

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

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

Simon Lever
Treasurer, Hertfordshire Aquatics Club

July 2022