

Blyth Lifeguard & Swimming Club



Mileage policy

Agreed by exec: 22.07.2024

Review Date: July 2026

Blyth Lifeguard & Swimming Club acknowledges that members are volunteers and are contributing a significant amount of time whilst completing their duties as club officials and/or coaches. As part of the duties as a club official/coach, we expect members to attend competitions/galas, training courses and other duties related to the business of Blyth Lifeguard & Swimming Club. Therefore, we understand the importance of ensuring our members are not significantly out-of-pocket as this can deter them from performing such duties. Consequently, the executive committee have decided that we will assist with the cost of mileage.

Mileage may be claimed for;

- Club officials and club coaches who travel on official club business for the benefit of the club (including but not limited to attending competitions, galas, CPD events etc).
- Visiting officials officiating at Blyth events / galas as follows:

Mileage costs

30p per mile for approved trips

Additional Costs

Club officials/coaches and visiting officials may also claim for additional costs incurred to include toll roads and parking. Receipts should be provided where possible.

While the club does not want to discourage club officials/coaches or cause financial hardship, the Executive Committee would appreciate it if club officials/coaches carefully considered if they wish to claim mileage expenses, particularly for short distances; but accept if claims are made in accordance with the above policy.

Blyth Lifeguard & Swimming Club



MILEAGE CLAIM FORM

Name: _____

Club: _____

Mileage claim (enter postcode) **from** _____ **to** _____

	Quantity	Cost £
Mileage at 30p per mile	Miles	£
Additional costs (Toll roads, parking)		£
	Total Claim	£

Signature _____ Date _____

For BACS payment please provide the following information

Account Number _____ Sort Code _____

For official use only

I can confirm I have checked the above mileage and have paid the above mileage as per the mileage policy.

Signed _____ Date _____