



OFFICIALS' EXPENSES GUIDELINE/ POLICY FOR TRACK AND FIELD EVENTS

General Principles

Officials are essential to the smooth running of any competition.

BMAF are now putting in place the following Guidelines/Policy in respect of competition officials broadly adapted from that of British Athletics.

Where possible and practical to do so, officials will be selected on a geographical basis initially.

Travel Expenses

Mileage

Standard mileage will be reimbursed at a rate of 35p a mile for the first 300 miles of any claim (additional passengers at 4ppm each for car sharing). After 300 miles the rate will change to 25p per mile up to the maximum claim of 600 miles (2ppm for each passenger car sharing). Any mileage above 600m to be agreed with the BMAF Officials Secretary. Car sharing where possible (under Covid19 restrictions) would be appreciated.

A Route planner should be attached to your claim.

Rail

Second class rail fare can be claimed and a ticket/receipt must be attached to the expense claim. Book early to get the best deals and look into split ticketing options which can also save money.

Air Travel

Due to the general principles above, flights should rarely be required. However, where this is necessary, flights can often be more cost effective in terms of both time and money compared to mileage. Book early to get the best deals. Receipts must be attached to your claim.

Airport car parking fees will be paid at a limit of £15 per day (24 hour period)

Taxis

BMAF will reimburse taxi fares that are associated with rail or air travel only. Sharing of taxis is strongly encouraged. Receipts must be attached to your claim.

If an official has agreed with BMAF in advance their need to travel solely by this method, this may be granted in exceptional circumstances.

Food/Refreshments

Refreshments and lunches will be provided for officials, including hot drinks and light snack available all day and a suitable lunch provided at the venue. Officials' information will confirm the details. Special dietary requirements will be accommodated where possible. Bottled water will not be provided and officials are requested to bring their own refillable bottle in the interests of the environment.

Accommodation

Accommodation will not normally be provided for one day meetings except where the duties of an official require them to attend the day before or to be on site early in the morning e.g. Technical Manager/Clerk of the Course. Provision of accommodation in such cases will be at the discretion of the BMAF T&F Secretary.

Accommodation will only be provided for two-day events, if the official has to travel 55 miles or more to the venue or travel time is over an hour. Accommodation could be available in exceptional circumstances at the discretion of the BMAF T&F Secretary. Where provided, accommodation will usually be on a dinner, bed and breakfast basis. No alcoholic drinks included.

Accommodation at all events will be on a Double/Twin Bed basis. Officials will be able to select who they would prefer to be twinned with and this will be granted where ever possible. Officials who would prefer a single room may, where available, pay a single room supplement to secure a single room. This request must be made at the time availability is returned. This single room supplement will be deducted from officials travel expenses Claim. BMAF will NOT pay any expenses for accommodation booked by officials at other hotels, unless agreed beforehand with the BMAF Officials Secretary.

Officials with medical conditions that require them to have a single room should submit a request to BMAF Officials Secretary. The request will be reviewed on a case-by-case basis and will make provisions where possible. Medical information will be treated confidentially.

It is important that accurate 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 BMAF Officials Secretary. Late requests for accommodation may not always be accommodated as could often mean booking additional hotels.

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

Officials will be responsible for settling any extras incurred before leaving the accommodation e.g. drink and newspapers etc.

Exceptions

Please note that any expenses outside of this policy must be approved by the BMAF Officials Secretary prior to being incurred. Any expenses that have not been approved will not be reimbursed.

Approval and Payment

The BMAF T&F Secretary/BMAF Meeting Manager will be responsible for approving your expense claim form. Payment will be made by bank transfer normally within a week of the event being completed.