

UKLA Race Officials & Jurors Expense Policy

INTRODUCTION

This document sets out the policy for claiming expenses for UKLA Appointed Race Officials (Class Representative, Race Management Team, Measurer/Equipment Inspector, Umpires and Judges) attending UKLA events such as the ILCA 4, ILCA 6 and ILCA 7 Qualifiers, Masters events, Inlands and the Nationals.

The purpose of the policy is to define the basis on which Race Officials can claim back the reasonable expenses associated with their travelling and subsistence costs associated to UKLA events.

The policy is designed to compensate individuals to a reasonable extent for the costs associated with their support as a Race Official.

ACCOMMODATION

Overnight accommodation may only normally be claimed where the travel time to the venue, from your home exceeds 2 hours. For consecutive days of activity at the same venue if there is adequate accommodation available locally for a lower cost, then it is anticipated race official would stay locally. It is expected to use proper economy and common sense in choice of accommodation. Adequacy, rather than luxury, is the criterion. UKLA will pay allowance for overnight accommodation as set out in [UKLA Volunteer Rates document](#). This is not an entitlement. Actual costs will be paid for expenditure supported by receipts.

Where the cost exceeds the maximum allowance, the additional costs must be borne by the individual or agreed beforehand with the [UKLA Class Secretary](#).

Where the personal preference of the Race Official does not wish to share a room, the maximum UKLA contribution per night per person still applies.

SUBSISTENCE

In general lunch will be provided by the event organisers. Where an evening meal and breakfast is provided as part of the event, the subsistence cannot be claimed.

When breakfast is required and is not included in the accommodation cost or through the venue, an allowance is available as per [UKLA Volunteer Rates document](#).

TRAVEL

When required, air and rail travel arrangements will be agreed before travelling and costs will be paid for economy fares.

When travelling in own car a mileage allowance will be paid as per [UKLA Volunteer Rates document](#). For events where a hire car is required and arranged by UKLA, the actual fuel costs and any road tolls will be paid.

GENERAL

The travel and accommodation will be arranged by the Race Official, having liaised with either the UKLA Event Coordinator or UKLA Class Secretary.

In general for a 2-day event only 1 night will be reimbursed. For a 3-day event, 2 nights' accommodation will be reimbursed. For events when the Race Official feels they need to travel up on Friday or return home on Monday this needs to be agreed in advance with either the UKLA Event Coordinator or UKLA Secretary.





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To allow the Treasurer to finalise the costing for each event, claims must be submitted within two weeks of the last day of the event. Claims submitted after this timescale will be subject to review; where there is an excessive delay without reason they may not be paid.

Any claim must be submitted on the UKLA Event Expenses form and supported by receipts. Claims made without receipts will require further supporting documentation before payment can be made. The final decision on any claim will be made by the [UKLA Treasurer](#).

