



Edinburgh Synchro Expenses Policy

Edinburgh Synchro is a non-profit making organisation. All income shall remain in the club to contribute to the activities of the club. Volunteers should neither profit nor be left out of pocket as a result of their participation in events on behalf of the club. Allowable expenses are determined by the committee and must be agreed in advance by the Officers of the club.

Where the club provides transport to competitions and camps, no expenses can be claimed. Where no transport is provided, volunteers who will be providing a service for the club (coaches, judges, team managers, officials, etc) can claim travel by bus, train, car or taxi, if agreed in advance. They can also claim reasonable cost to cover overnight accommodation and food expenses, where this is not included in the event and has been agreed in advance.

Where volunteers purchase items for the club, or are out of pocket due to an activity performed on behalf of the club, they can claim reimbursement, where the expense has been agreed in advance.

In order for reimbursement volunteers must fill out a claim form and provide evidence of expense (wherever possible).

Updated by Edinburgh Synchro January 2019