

Special Olympics GB National Summer Games 2026

Volunteer Officials Expenses Policy

1. Purpose

This policy sets out how volunteer Officials can claim reimbursement for reasonable expenses incurred while carrying out their role at Special Olympics GB National Summer Games 2026.

The aim is to ensure volunteers are not out of pocket, while maintaining transparency and accountability.

2. Scope

This policy applies to all volunteer Officials engaged with the organisation for the purpose of Special Olympics GB National Summer Games 2026, regardless of event, role, duration, or location.

3. General Principles

- Only **reasonable, necessary, and expenses** will be reimbursed.
- Expenses must be supported by valid receipts or evidence.
- Claims should be submitted promptly.

4. Eligible Expenses

Special Olympics GB will reimburse the following types of expenses:

4.1 Travel

- Public transport (bus or train) up to £45 per day. (Use of best value transportation and use of Toll Roads, Taxi or Uber should be avoided)
- Mileage for use of a personal vehicle (at approved rate, e.g. £0.45 per mile) up to 100 miles per day. We encourage car share where possible.
- Parking fees at National Summer Games venues (where necessary)
- Reasonable use of the M6 toll road up to £10.50 a day

4.2 Accommodation and Subsistence

- Lunches will be provided at National Summer Games Venues
- Overnight stays required for volunteering duties up to a total value of £50 per day. We would encourage twin share accommodation.

5. Non-Eligible Expenses

The following will not be reimbursed:

- Alcohol
- Fines or penalties (e.g. parking tickets)
- Personal items
- Expenses without receipts (unless exceptional circumstances are agreed)

6. Claim Procedure

- Complete an [Expense Claim Form](#)
- Attach all relevant receipts or proof of payment
- Submit claims within **14 days** of the expense being incurred
- Late claims may not be reimbursed unless agreed
- Claims will not be accepted after **13th September 2026**

7. Payment

- Reimbursements will be made via bank transfer
- Payments will usually be processed within **30 days**

8. Data Protection

- Special Olympics GB will maintain records of all claims for audit and compliance purposes
- Personal data will be handled in accordance with data protection regulations

Please note: Special Olympics GB reserves the right to reject, recover, or investigate claims suspected of misuse or fraud.