



PANEL EXPENSES POLICY

You may be entitled to claim the costs of travel and disbursements incurred pursuant to a Sport Resolutions' appointment.

Sport Resolutions (SR) will only pay travel and disbursement costs if agreed in advance with the paying party. Panel members may make their own bookings and travel arrangements but are encouraged to seek prior approval from SR. SR will assist with bookings, if preferred.

Expense claims will only be reimbursed where they are deemed by SR to be necessary, reasonable and supported by valid receipts. Expense claims should be submitted with a fee note / invoice upon the completion of a case.

Travel Time

All travel time is deemed to be included within the agreed fee for members appointed on a fixed daily rate.

Travel time for members appointed on an hourly basis can be claimed at 50% of the agreed hourly rate, when travelling for the sole purpose of a SR case.

Travel time is defined as being the time it takes to travel from your home address or ordinary place of work to the location being used for the purpose of SR work. Panel Members should aim to keep travel time to a minimum.

Rail Travel

Panel Members may book their own rail tickets for travel to and from SR events. Expenses will only be reimbursed for standard class travel up to a limit of £250 per round-trip journey. Panel Members are encouraged to book tickets in advance and to take advantage of discount fares wherever possible. Business or first-class travel, or costs exceeding £250, will only be paid if agreed in advance with SR.

Upon request, SR can book rail tickets for return travel to SR administered events.

International Travel

SR staff will normally arrange flights for international travel, in consultation with the Panel Member.

There is no set financial limit for flights, although SR will always attempt to book the best value flights available.

The class of seat that will be purchased will be determined by the flight duration:

- Domestic (UK) – economy
- Europe and up to 3 hours – economy
- International (over 3 hours) – premium economy

Business Class flights will only be purchased with the prior express approval of the paying client and SR.

Panel Members wishing to arrange their own travel must obtain approval of the flight cost in advance.

Taxis

The cost of short taxi journeys of less than 6 miles will be reimbursed up to a limit of £30. This limit will only be exceeded if agreed in advance with SR.

Motor Car expenses

Travel in a privately owned or hired motor car will be reimbursed at a rate of £0.45 per mile.

Although travel by public transport is encouraged, at times this will not be possible. For cases in which travel by motor vehicle is required, and video conference calls are not appropriate, travel time can be claimed at 50% of the agreed hourly fee. Please obtain authorisation from SR prior to driving to an event.

You may not claim reimbursement until you have filed a current copy of your motor insurance with SR, showing that your insurance is valid for SR business travel.

Parking, Tolls and Congestion Charge

Reasonable parking and toll fees will be reimbursed.

Only the standard day Congestion Charge and Low Emission Zone charge will be reimbursed, provided it is incurred whilst travelling solely on SR business.

You are not entitled to claim for fines incurred whilst travelling on SR business time such as parking and speeding fines, or where you have omitted to pay the standard Congestion Charge.

Panel Members are encouraged to use public transport when travelling to SR events.

Accommodation

Where an overnight stay is required, hotel expenses up to a limit of £200 a night (excluding VAT) will be reimbursed. Fees in excess of this amount must be agreed in advance with SR.

Overnight accommodation will ordinarily be deemed as necessary if the panel member needs to travel for more than one hour from home to the venue.

SR will make hotel bookings for you upon request (SR has a corporate discount with several hotels), or alternatively you are welcome to book your own accommodation.

Subsistence

Refreshments will generally be made available at SR hearings and meetings.

Where refreshments are not provided the following maximum amounts will be reimbursed where supported by a valid receipt.

- £15.00 for Lunch
- £30.00 for Evening Meal
- £15.00 for Breakfast, where not provided as part of hotel stay