

# Triathlon Ireland Race Officials' Expense Policy

## Introduction

This policy outlines fees, travel, accommodation, and other expenses Technical Officials (TOs) and Motorcycle Officials (MO's) of Triathlon Ireland (TI) are able to claim and what steps must be taken to ensure reimbursement. This policy only applies to TOs who are registered with TI and fees which are incurred while carrying out duties in relation to TI events or training. All claims must be submitted within 30 days of the expense date.

Any additional expenses that may be foreseen or required outside of what has been included in this policy must be approved by TI before any expenses are undertaken by the TO. Without such prior approval, reimbursement to the TO may not be granted for the unapproved expenditure.

This document may be amended from time to time. The version contained on the Triathlon Ireland website is the most up to date version of the policy and will be enforced. Any printed text or electronic copy held elsewhere is only a snapshot of the text at the time it is printed, copied, or downloaded.

Any questions that are not answered in the policy outlined below can be sent to the Triathlon Ireland Technical Program Executive.

## 1.0 Event Fees

### 1.1 Technical Officials

Event Type	Fee (€)
Try-a-Tri/Kidathon/Multisport Race/Duathlon	30
Sprint Triathlon	50
Standard Triathlon	50
Mid-Distance Triathlon	75
Long-Distance Triathlon	100

- TOs covering multi-events can claim the highest fee listed above plus €10 per each additional event (e.g. sprint + standard triathlon = €50 + €10).
  - Please note that separate age groups are not considered additional events.
- TOs acting as Technical Delegate (TD) for an event can claim an additional TD fee to the rates listed above. The amount of the additional fee is dependent on the race type: Duathlon/Aquathlon/Aquabike €10, Triathlon €20.

### 1.2 Motorcycle Officials (MOs)

Event Type	Fee (€)
Sprint Triathlon	50
Standard Triathlon	50
Mid-Distance Triathlon	75
Long-Distance Triathlon	100

- MOs can claim mileage undertaken on the course in addition to mileage to/from the event.
  - Submit course mileage claim separately

## 2.0 Mileage

### 2.1 Mileage/Travel rates

- The mileage rate will be calculated at 34c/km (increase to 40c/km beginning May 1st, 2024)
- TOs may only travel up to approx. 150km each way to an event.
  - Distances above this can be assessed on a case by case basis and will require TI pre-approval.
  - If applying to events far outside of the limit, partial mileage claims may be approved.
- Claims for tolls/eflows are covered by TI in addition to the mileage rate above.
- TI will not, under any circumstance, reimburse officials for the following expenses:
  - Parking Fines
  - Any Travel Fines (speeding, etc.)

## 3.0 Accommodation

### 3.1 Accommodation

- If required to attend an event that may require an overnight stay, the official may be eligible to claim up to 1 night accommodation.
  - Accommodation should be sourced as soon as possible after allocation to an event to ensure lowest rates are available. Waiting to book may result in partial reimbursement.
- Where it is necessary to book accommodation, rooms should be "single use" except where two designated officials share a room.
  - Applications for the purchase of family or double rooms will only be considered if the TO agrees to cover any price differential from a single use room.
- Accommodation may be approved based on the following:
  - An event is more than 150km each way from the official's registered address
  - An official must drive more than 2 hours one way to attend the event
  - An official must arrive at the event by 7AM or earlier
  - Type and/or duration of event (e.g. sprint vs long-distance or single vs multi-day)
- Full, itemized receipts must be uploaded to ExpenseIn (credit card/bank account statements are not accepted).
- All accommodation expenses must be approved in advance by TI. Any claims for accommodation which are not pre-approved will not be reimbursed.

## 4.0 Other Claims

### 4.1 Safeguard Training

- Technical Officials who need Safeguarding training (new certifications and renewals) are eligible to claim the cost of the certification.

### 4.2 Phone Use

- Technical Delegates are able to claim up to €5 with proof of bill. Any claims for phone use must include a statement/receipt.

### 4.3 Site Visits

- Technical Delegates are able to claim mileage reimbursement (2.1) for a scheduled site visit if required.

### 4.4 Technical Official Courses

- TI reserves the right to outline all expenses eligible for reimbursement for TO courses.

## 5.0 Submission of Claims

### 5.1 ExpenseIn

- All official's expenses must be claimed on the ExpenseIn site or app which can be found at <https://www.expensein.com/> or can be downloaded on the Apple App Store, Google Play Store or Microsoft Store.
  - New technical officials must be added to ExpenseIn by TI before claims can be submitted.
- All claims and supporting documentation must be submitted no later than 1 month after the expense has incurred.
  - Failure to submit adequate supporting documents or adhering to this timeline may result in the expense not being reimbursed.

### 5.2 Claiming an Event Fee

- Log into your ExpenseIn account and select the 'Purchase' option.
- Add the date of the event (not the date of submission).
- Write the official event name into the description field followed by 'TO Event Fee'.
- Select the applicable event name from the 'Project' dropdown menu.
- Select the applicable event type from the 'Category' dropdown menu which will automatically set the appropriate fee.
- Select 'Create' which will create and save the claim to your account. Click on the expense from your list of expenses and click 'Submit'.
  - Failure to hit submit will result in the claim not being processed.

### 5.3 Claiming a Mileage Fee

- Log into your ExpenseIn account and select the 'Mileage' option.
- Add the date of the event (not the date of submission).
- Write the official event name into the description field followed by 'TO Event Fee'.
- Select the applicable event name from the 'Project' dropdown menu.
- Select the mileage rate (34c/km).
- Input the journey start point and the event location. Check off the 'Return Journey' box
  - If you are driving to a different location after the event, please submit two separate mileage claims and do not check off 'Return Journey' box.
- Distance and fee will be automatically set.
- Select 'Create' which will create and save the claim to your account. Click on the expense from your list of expenses and click 'Submit'.
  - Failure to hit submit will result in the claim not being processed.

*Disclaimer: TI is not responsible for reminding individuals to submit expense claims or verifying claim adequacy except in the event of overpayment. It is the individual's sole responsibility to ensure timely and accurate submission of eligible expenses in accordance with the established policy. TI reserves the right to deny claims that do not follow outlined guidelines. In the event of overpayment due to an error, TI retains the right to reclaim such payment. Fraudulent submissions identified by TI may result in disciplinary action. Payments are made at the end of each month by the TI finance team.*