



## Junior County Cup Teams - Guidelines for expense claims from 1 January 2022

Thank you for representing Surrey in the Junior County Cup. Surrey Tennis encourages Team Captains to make a single team claim for team travel, accommodation (B&B) and evening meals. Surrey Tennis may pay an advance to captains to cover the bulk of the costs, with a full and detailed expense claim to be submitted – along with VAT receipts (where applicable) within 14 days of completion of the event.

### 1. Travel

- Team travel by mini-bus. Where a mini-bus is being used, it will be ordered and paid for by the Office team. The mini-bus will be delivered to a named venue and the team(s) will assemble at that venue and be dropped back to that venue after the competition. The mini-bus is to be returned to the named venue. Mini-bus fuel level should be approx. to the delivered level and the cost of fuel will be reimbursed on presentation of VAT fuel receipt(s).
- By car – Mileage to and from the competition venue will be paid at 45p per mile when supported by a VAT fuel receipt dated within a month of travel (before or after). Parking fees will be reimbursed on presentation of valid VAT receipt(s). Team members should share cars when practical.
- By train - tickets must be booked and paid for online and in advance to ensure the best rate available. Economy or standard rate travel only. First class travel should not be booked.
- Taxi fares - if travelling by rail or air, the cost of taxis to and from the venue will be reimbursed on presentation of a receipt.

### 2. Overnight accommodation

In general, accommodation will be paid for by Surrey Tennis for matches where travel is greater than 100 miles each way.

- For 14U and 18U teams - Double occupancy hotel rooms for junior players and single rooms for captains and assistants will be booked and pre-paid by the Office team.
- For 12U teams and below, a parent or guardian is expected to remain with the player during the competition. Where an overnight stay is required, Surrey Tennis will pay for a double occupancy room, but will NOT pay for any parent subsistence (food and drink).



### 3. Subsistence – supported by VAT Receipts.

- Breakfast after an overnight stay, if not included in the accommodation costs – up to £10 per day per player/coach.
- Lunch/Snacks – up to £10 per day per player/coach.
- Evening meal, when staying overnight – up to £25 per day. Alcoholic drinks should not be claimed.

### 4. Practice Court Hire.

- Cost of hiring courts and providing tennis balls for a team practice session will be reimbursed. Where possible, tennis balls will be provided by the Office team.

#### Notes:

1. Receipts should be provided in respect of **ALL** expenses claimed. Where VAT is applicable, these should be VAT receipts. Any item not supported by a receipt may not be reimbursed. Credit card vouchers will not be accepted as receipts. **Please note, for meals in restaurants, please check the receipt you are given and be prepared to ask for a VAT receipt.**
2. The players should be prepared to pay for any other sundry amounts (e.g. refreshments while travelling) themselves.
3. Venues/hotels may invoice Surrey Tennis directly – but must include the name of the home team and captain.

A claim form is available on the [website](#). Please complete and return **(with receipts)** to Debbie Slater at the address below or [admin@surrey.tennis](mailto:admin@surrey.tennis)

Electronic submissions preferred supported by scanned or photographed receipts, but if it is necessary to send by post, please send to

Surrey Tennis, 79A Grapes House, Esher High Street, Esher, Surrey, KT10 9QA.

**Expense Claims must be submitted within 14 days of the event. Expenses claimed later than this may not be reimbursed.**

Thank you from the Surrey Tennis Office