



Senior County Teams – Expenses Policy effective 1 April 2022

Thank you for representing Surrey in the Seniors Inter-County Championships. While the vast majority of counties do not pay expenses, Surrey Tennis aims to cover your expenses within the following framework.

Home Matches

- Cost of hiring courts for matches. Balls to be provided by Surrey Tennis to be collected at the Surrey Tennis office in Esher.
- A meal for all players, **up to a maximum of £10 per person.**

Away Matches

- Travel
 - By car – Mileage at 45p per mile when supported by a VAT fuel receipt dated within a month of travel (before or after).
Team members should share cars when practical.
 - **By train or air (in the case of matches in Scotland) second-class tickets must be booked and paid for online as far in advance as possible 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 and the opposition cannot collect on arrival, the cost of taxis to and from the venue will be reimbursed.
- Accommodation – for matches where travel is greater than 100 miles each way.
 - **Hotel room (Bed and Breakfast) for one night in a Premier Inn, Travel Lodge or equivalent type of hotel.**
 - An evening meal up to a maximum of £25 per person (including drinks).

End of Season Finals

- Cost of hiring courts and providing tennis balls for a practice session.
- Travel – as per away matches above.
- Accommodation – as per away matches above. Surrey Tennis is willing to pre-pay bulk hotel room bookings – contact the Surrey Tennis office for details.

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.
2. The players should be prepared to pay for any other sundry amounts (e.g. refreshments while travelling) themselves.
3. To enable the end of year accounts to be prepared claims must be made by 15 September. The only exceptions will relate to matches played between 8 September and the final date for playing matches (normally around 18 September).
4. Expense claims should be made by the team captain who will be responsible for reimbursing their team members.
5. Venues may invoice Surrey Tennis directly – but must include name of home team and captain.

The cost of supporting Seniors County teams has escalated over the last 10 years from £6k to £16k+. This is partly due to the outstanding success of our teams in reaching the end of season finals in Dudley. The amount of VAT reclaimed pays for around 100 hours of County Training coach's time!

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

Expense claims must be submitted within 30 days of the event.

