



Expenses Policy

Senior County Teams – Effective 1st February 2023

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.
- 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 - second-class tickets must be booked and paid for as far in advance as possible to ensure the best rate available. Economy or standard rate travel only.**
 - **Air travel (in the case of matches in Scotland) must be booked and paid for online as far in advance as possible to ensure the best rate available. Economy travel only.**
 - 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 soft 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. Captains should make the hotel booking. Surrey Tennis is willing to pre-pay bulk hotel room bookings – contact the Surrey Tennis office for details.

Notes:

1. Match balls will be supplied by the Surrey Tennis Office. Please liaise with the office team to collect them from Esher.
2. One person per match to be responsible for reclaiming the team's expenses.
3. Expense claims to be submitted within 14 days of the match.
4. 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.
5. The players should be prepared to pay for any other sundry amounts (e.g. refreshments while travelling) themselves.
6. Venues may invoice Surrey Tennis directly for court hire– but must include name of home team and captain. Any other expenses must be paid for by the captain and reclaimed on the Expenses Form.

The cost of supporting Seniors County teams is around £15K per year. This is partly due to the outstanding success of our teams in reaching the end of season finals.

A claim form is available at <https://www.surrey.tennis/surrey-seniors-tennis>. Please complete and return (with ALL receipts) to Mandy Spicer at competitions@surrey.tennis .

Expense claims must be submitted within 14 days of the event.

Suite 3 Ground Floor, 79a Grapes House, Esher, Surrey, KT10 9QA

Seniors Tennis Expenses – Example Claim Form

From:	David Smith	Date:	1/9/23
Home Address:	1 Tennis Crescent, Wimbledon, SW19 1AA		
Bank A/C Name:	Mr D A Smith		
Bank A/C No:	123456789	Sort Code	01-00-10
Team:	Men's 55s		

Date	Purpose	Amount £	Miles @ 45p	Mileage / Petrol £	Total Claimed
25/05/23	Home vs Yorkshire			£0.00	£0.00
	Court Hire - St George's Hill	£123.00		£0.00	£123.00
	Lunch for 8 people – St George's Hill (Receipt for £94 attached)	£80.00		£0.00	£80.00
Total					£213.00
OR 15/06/23	Away vs Cheshire			£0.00	£0.00
	Train tickets for 4	£273.00		£0.00	£273.00
	Hotel – B&B for 4	£375.00		£0.00	£375.00
	Evening Meal for 4 (Receipt for £115 attached)	£100.00		£0.00	£100.00
	Taxis	£40		£0.00	£40.00
Total					£788.00
OR 18/06/23	Away vs Sussex			£0.00	£0.00
	Car 1 – DS		45	£0.00	£20.25
	Car 2 – JJ		58	£0.00	£26.10
Total					£46.35

The claim above covers home and away matches. A separate claim form should be submitted for each match within 14 days of the match.

Please remember to include ALL VAT receipts, including petrol/diesel receipts and food. Hotel booking confirmations are not VAT receipts. Remember to request a VAT Receipt at check out.

Signed: _____