**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).
1. **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.
2. **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 at [**here**](https://www.dropbox.com/s/dixei0yaev8g6oj/Blank%20Team%20Expenses%20Claim%20Form.xlsx?dl=0) and on the website. Please complete and return **(with receipts)** to Debbie Slater at the address below or 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, c/o D. Slater, 38 Bradstock Road, Stoneleigh, Epsom, Surrey. KT17 2LH

**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