EXPENSES – PLAYERS COUNTY CUP	TENNIS WALES LIMITED

Players may claim expenses as detailed below in respect of travel, accommodation and meals incurred whilst carrying out duties on behalf of Tennis Wales Limited. An Expenses Claim Form must be completed and submitted to Rachel Trevor, Tennis Wales, Francis House, No 2, Drake Walk, Brigantine Place, Cardiff, CF10 4AN . Receipts must be attached where applicable.

The Designated Person (DP) will authorise payment of all expense claims. Any claim which does not fall within the parameters below will only be paid if the CEO has authorised such expenditure in writing.

Expenses should, if possible, be claimed for in the month in which the expenditure occurs. The financial year end is 31 December and all claims should be received within 10 calendar days of each month end.

PLEASE NOTE: 9&Under, 10&Under and 12&Under players are not entitled to claim any expenses for travel, accommodation or subsistence.
Teams playing at a home venue will not be entitled to claim any expenses for travel, accommodation or subsistence.

TRAVEL

Senior and 18, 14 & under players will travel together from an agreed location. Senior players using their own car may claim 25p per mile. Only three transport expenses will be paid for seniors for each county cup event. Additional travel expenses will only be reimbursed in exceptional circumstances and by prior approval of the CEO. Tennis Wales will only pay for mileage used and not petrol. Mileage claims must be made using the Tennis Wales Expenses Form.
Hire car will only be accepted at the 18& Under and 14& Under age groups; limited to one car per team, petrol receipts will be accepted in this instance. Hire car will be signed off by the DP before booking.

All rail travel will be at Standard Class Rate unless exceptional circumstances apply and by prior approval of the CEO.

Travelling county squad size should be limited to the following:

Age Group	No. in Team	Max Squad No.
9/U mixed	6	7
10/U	3	4
12/U	3	4
14/U	4	6
18/U	6	8
Senior Winter	6	8
Senior Summer	6	8

Any squad sizes in excess of this must be authorised by the Tennis Wales CEO

COUNTY FINALS

U14, U12, and U10 teams reaching the county final will not be entitled to claim any expenses for travel, accommodation or subsistence. Tennis Wales will provide a Captain for the events.

ACCOMMODATION – Senior and Junior players

Junior players will only be entitled to bed & breakfast (18&U, 14&U).

Players are expected to share rooms. All accommodation will be signed off by the DP before booking.

Hotel booking – Captains will search reputable hotels, these should be booked at least 2 months in advance, with breakfast included, to get best available rates. Air bnb/Owners Direct bookings are acceptable for senior county cup events.

SUBSISTENCE – only applies to Senior players

In addition to Accommodation, as stated above, subsistence will be paid to Senior players at Summer County Cup at £80 for the week (pro rata where applicable). At the end of the event it is the responsibility of the Captains to submit a list of players and to confirm the number of days played to the Finance Officer Rachel Trevor: Rachel.trevor@tenniswales.org.uk
No subsistence will be paid for Winter County Cup.
No groundsman fees or physio costs will be reimbursed for senior events. Kit/hoodies can be purchased through suppliers at a cost to players.

EFFECTIVE DATE : 1st October 2018	REVIEW DATE : October 2019