

# National Age Group Programme Activities Expenses Policy

## 1. Introduction

The National Age Group Programme (NAGP) is a key programme on the LTA's Player Pathway. The NAGP supports junior player development and is focused on providing exceptional training, learning, and competition experiences for players across the age-groups. At the core of these experiences is the theme of progressive exploration of the pro-tennis world and what it will take to progress and succeed within it. Our National Camps and Official Trips are key components of this.

It is recognised that, for some players, travelling to The National Tennis Centre (NTC) in Roehampton or other centres where NAGP activities take place can be both difficult and expensive. To help support those travelling a long distance to attend these activities, there is a travelling subsidy available to help towards costs. This subsidy is a contribution towards costs and is not intended to fully cover all expenses.

## 2. Eligibility

Expenses, in line with the below, can be claimed for travel to any NAGP activity a player is invited to and attends from September 1<sup>st</sup> 2018. Players whose return trip (from home to the venue where the activity is taking place, and back) is more than 200 miles can claim via this scheme.

## 3. Amounts

For all claims the first 200 miles will not be claimable. If driving to and from the venue, you can only claim mileage over 200 miles. For train and plane tickets £40 will be deducted to reflect this.

A maximum of £150 can be claimed per player for each NAGP activity they attend after September 1<sup>st</sup> 2018.

Driving: 20p a mile can be claimed for every mile driven over the 200 miles for one round trip, (see below for example).

Train / Plane: Up to £150 can be claimed for a player and, where necessary, one accompanying adult's flight or train ticket. Please note any taxis from the airport / station are to be included in this amount.

Hotel: If an overnight stay is required for parents every effort will be made to accommodate them at the NTC, if this is not possible up to £50 can be claimed towards overnight accommodation, which is to be included within the £150 maximum claim.

## 4. Terms and Conditions

- Claims, via invoice, must be submitted within good time following the activity, ideally 14 days, to Alastair Lawrance ([alastair.lawrance@lta.org.uk](mailto:alastair.lawrance@lta.org.uk)). However, all claims must be submitted within 3 months of the activity and within the same financial year (Jan-Dec) to be reimbursed. No late claims will be accepted.
- Receipts or confirmations are required for proof of flights, trains and hotels.
- The cost of a standard / economy class ticket will be reimbursed; if other classes are travelled in the difference will not be claimable. Junior or youth fares should be purchased where possible.
- All invoices are to be made out to "LTA Operations Ltd" and payment terms are 30 days from receipt of the invoice.
- Within reason, we expect players to travel in the most cost effective way possible, e.g. car-pooling with others from the same area; getting the train to Barnes rather than a taxi from a Central London station; buying advance fares etc.



## 5. Amendments

The LTA may amend this policy from time to time. Any amended policy will be published on the LTA website.

## 6. Examples

a) If a player lives 150 miles away from the NTC their round trip = 300 miles.  
Therefore they can claim  $20p \times 100 \text{ miles} = \text{£}20$

b) If a player lives 150 miles away from the NTC their round trip = 300 miles.  
If they get the train (or plane) and it costs £60 pp, total = £120  
Minus £40 (equivalent to 200 miles fuel) = £80 to claim.