



# SUFFOLK TENNIS

## SLTA Expenses Policy

This document defines and governs Suffolk Lawn Tennis Association (SLTA) policy of travel, expense, meetings and events reimbursement. SLTA has a responsibility to those who finance its activities to ensure that expenditure is properly incurred, controlled and represents 'value for money'.

The purpose of the Policy is to guide claimants through incurring and claiming expenses and making the process as easy and efficient as possible.

In addition to employees and contractors, SLTA is reliant on the support it receives from its volunteers, who should be neither out of pocket nor enjoy any financial gain when working voluntarily on SLTA related activity.

Financial transactions must meet appropriate standards of probity, avoid the possibility of fraud and ensure tax and legal obligations are complied with. Any expenses incurred that do not comply with SLTA policy will not be reimbursed.

### Section I – Entitlement to Expenses

The guidance applies to:

#### I.1 Management committee members:

- Attendance at Committee meetings\*
- Other meetings on SLTA business or on behalf of SLTA by Elected Members and co-opted others\*
- Attendance at regional or national events / tournaments as an SLTA official
- Other events where there is an identifiable benefit to SLTA

*\*The first 20 miles are not claimable*

#### I.2 Individuals volunteering for / engaged by / employed by SLTA

- services for squad training, events, tournaments and other related activities. Before committing to any expenditure, the relevant approval must be gained from the Treasurer

#### I.3 Tournament officials

Decisions regarding Tournament Officials will be made on a case-by-case basis, dependent on the specific facts and without creating a general precedent. Before spending money or committing to any expenditure, the relevant approval must be gained from the Treasurer

#### I.4 Family members / supporters of players or officials.



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In general family members and supporters will not be reimbursed for expenses unless special arrangements are required (e.g. modified vehicle) or in an emergency. Where possible prior approval should be sought from the Treasurer.

## Section 2 – Travel Expenses

### 2.1 Car travel

Please car share where possible.

Travel expenses will be reimbursed at the rate per mile specified in Appendix I

Mileage must be calculated using the AA Route Planner and exceptions (e.g diversions for roadworks etc) noted on the claim form.

### 2.2 Minibus

Where a number of people are travelling a distance to the same event, it may be more economical to travel together and hire a minibus. Arrangements should be made to invoice the Treasurer in advance.

### 2.3 Public Transport and Taxis

Public transport should be used where practical, particularly for short journeys. Where it is impractical to do this, more economical, or in exceptional circumstances, a taxi may be booked. If travelling by train, advance standard class train tickets should be purchased in advance where possible. Full advantage should be taken of concessionary fares, cheap day tickets, and rail card options where appropriate.

### 2.4 Air travel

Air travel should be pre-authorised by the Treasurer. You should book using low-cost airlines, promotional fares and similar offers where practical and are entitled to claim an economy fare only. If you wish to pay for an upgrade, you must provide evidence of the economy fare at the time of booking.

## Section 3 – Overnight accommodation

Where and when possible, you should travel on the day of the tournament / meeting / event without incurring overnight accommodation. For multi-day events, overnight accommodation may be more practicable and economical than daily travel. Where overnight accommodation is necessary, please obtain advance clearance from the Treasurer. Accommodation should be of 'Premier Inn' standard or a suitable 'Airbnb' type house booked.

## Section 4 – Other Expenditure



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SLTA will reimburse the costs of postage, telephone calls and other incidental expenses which are incurred as part of your duties as a coach / volunteer for SLTA, as well as purchases made on behalf of SLTA. Please provide full details on the expense claim form, supported by receipts.

## Section 5 – Administration Process

### 5.1 Expense Forms

Claims should be made using an expense form or via an itemised invoice. Completed expense forms or invoices should be emailed to the Club Treasurer. The claimant is responsible for ensuring claims are prepared honestly, legally and responsibly.

### 5.2 Receipts

Invoice, receipts or extracts from bank statements showing purchases must support claims. Please email your expense claim to [Treasurer@SuffolkLTA.uk](mailto:Treasurer@SuffolkLTA.uk)

### 5.3 Payment of Claims

All expense claims will be paid in arrears based on the appropriate form or invoice being completed and submitted to the Association Treasurer.

Claims for reimbursement should be made quarterly or more frequently.

The SLTA will normally pay expenses by BACS direct to the claimant's bank account. Any expenses paid by cheques will be posted to the claimant's address.

### 5.4 Dispute

Where a dispute exists in respect of either: the interpretation of this policy; or an individual expense claim, the SLTA Chair shall make the ultimate decision. These decisions will be made on a case-by-case basis, dependent on the specific facts. Any such exceptional decisions do not create a general precedent.



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## Appendix I – Allowance Rates 2023

Item	Rate / allowance	Notes
Coach travel allowance per mile	£0.45	Journeys under 20 miles not claimable
Player / volunteer / committee allowance per mile	£0.45	Journeys under 20 miles not claimable
Daily subsistence allowance events	£20	Or £15 if breakfast included with accommodation Excludes alcohol
Adult events excluding Seniors U18 events U14 events U12 events U11 events	Budget set at start of year for each event. County generally supports accommodation, travel and subsistence.	Accommodation to Premier Inn standard Receipts required for accommodation
U10, U9, U8 events	£80 contribution to accommodation and travel per player unless booked by coaches £0.45 per mile if no overnight stay	Coach(es) to attend
Over-35s	Budget set at start of year for each event. County supports accommodation, travel and subsistence	Under review August 2023 Receipts required for accommodation
Other Senior teams	£0	Under review August 2023
County contribution towards county kit per player	£0	
Individual player grants	£0	
Individual coach grants	33% of cost of Level 2 course for successful applicants	