



Worcestershire County Golf Ltd

Expenses Policy, Allowances & Claims Procedures

General Principles

1. Players and officials are encouraged to travel to venues jointly to keep the cost to the County as low as possible.
2. All County Teams to be treated equitably.
3. **All individual travel and subsistence expense claims to be made using County Expenses Claim Form.**

Referees

1. 35p/mile.
2. Reasonable subsistence costs will be covered when on County business.
3. Referee claims to be sent to the County Secretary, Ian Griffiths.
4. Claims to be submitted twice a year.

Officials – includes Directors, Committee Members, Junior Team Officials and other County Volunteers

1. 35p/mile for any match (home or away) and any EG or MGU meeting.
2. Reasonable subsistence costs will be covered when on County business.
3. Other reasonable expenses incurred in undertaking the duties of a Director or official will be reimbursed subject to the approval of the County Secretary or Finance Director
4. Claims to be sent to the County Secretary, Ian Griffiths, ideally no more than twice a year.

Players & Players' Parents

1. Mileage is paid for travel to **both home and away matches.**
2. 20p/mile if travelling to a match alone; 35p/mile if travelling with at least one other player
3. Expenses claim form will ask you to name the other player(s) that you have taken.
4. Mileage claims to be sent to the County Secretary, Ian Griffiths. Forms are available from the County Secretary or via County Website.

Team Matches, General Expense Allowance and Overnight Stays

1. Catering for team matches will be arranged by the County Secretary.
 2. A match allowance will be available to the Captains of the 1st, 2nd and Senior teams and Junior Team Managers as follows: £12 per player* per match to cover drinks from the bar plus an additional team allowance of £20 per match to cover incidental subsistence costs, including the provision of soft drinks and snacks during play. The County Secretary will advise Captains and Team Managers of the process for managing and accounting for this expenditure.
 3. Board approval for overnight stays and any county funded green fees must be sought in advance through the Golf Director.
 - 3.1. Hotel accommodation to be booked and paid for by the County Secretary.
 - 3.2. Managing and accounting for green fees will be advised by the County Secretary.
 - 3.3. Evening meal food allowance of up to £25 **maximum** per head.
 - 3.4. A receipt will be required for evening meal reimbursement from Finance Director/County Secretary, using the expenses claim form.
- * For Junior Teams allowance is £10 per player and per Junior Team Manager/Team Official confirmed in advance to the County Secretary

Other Events

Individual arrangements, and budgets, will be agreed by the Board for the following events:

1. County Qualifiers/Midland Golf Union 'County Sixes'
2. Boys Severnside Tournament
3. Boys 4 Counties Tournament
4. Midland League Finals (Seniors or Boys)
5. Any EG County Finals