

## GUIDELINE FOR TRAVEL EXPENSES

LAST REVIEWED (NON-EDIT) - 6<sup>TH</sup> MARCH 2013

The Norfolk Junior Squash Committee recognises that the cost of travel to England Squash sanctioned, Inter-County away fixtures is an expense which can, within limits, be claimed back from the Committee. In addition, the Norfolk Junior Squash Committee will ensure that all reasonable costs associated with provision of a home fixture in the above tournament are reimbursed.

### Home fixtures

The organiser of a home fixture is expected to arrange court bookings, food, and the provision of travel instructions etc. to visiting teams. The type and timing food to be provided can be discussed with the visiting teams. Receipts must be provided with any claim, which should be submitted by the Team Manager to the Treasurer as soon as possible after the event.

### Away fixtures

In all cases where travel to an away fixture is required, any claim for travel expenses from a team would be expected to cover only two vehicles. This should be sufficient to transport a team to an event. However, it was felt reasonable that if all parents and a Team Manager were in agreement, then an equitable share of the travel expenses could be organised by all those travelling, up to the limits set out below

**Day travel:** It may be possible to make a return trip to and from a fixture in a single day when the first matches are played at the normal time of 11:00 am. Parents transporting each team will be able to claim up to a total of £80.00 per team, based on submission of receipts, from the Norfolk Junior Squash Committee towards their travel expenses. Receipts must be provided with any claim, which should be coordinated and collected by the Team Manager, and then submitted to the Treasurer as soon as possible after the event.

**Travel and Overnight Accommodation:** The Norfolk Junior Squash Committee recognises that beyond driving time of greater than 3 hours from Norwich, it is not possible to ensure that team players arrive at a fixture sufficiently rested and with proper time to warm up before the normal start time of 11:00 am. In this case the cost of overnight accommodation, travel expenses, and reasonable food and soft drink expenditure can be claimed from the Norfolk Junior Squash Committee, up to a maximum of £200.00 per team. This amount has been set by the Norfolk Squash Senior Committee, who have agreed to cover junior team expenses for the England Squash-sanctioned, Inter-County fixtures. Team Managers should always consult the Chairman of the Norfolk Junior Squash Committee before undertaking travel that would incur overnight accommodation costs. Receipts must be provided with any claim, which should be coordinated and collected by the Team Manager, and then submitted to the Treasurer as soon as possible after the event.

Team Managers should note that planning for overnight accommodation should take into account the number of adults required to travel with the team. They should also note that expenditure may exceed the maximum amount that can be claimed (£200.00). In this case they may wish to arrange with the parents of team members who are not accompanying their children for an advance payment towards the cost of meals etc. This will help reduce unnecessary out-of-pocket expenses for the Team Managers.