



MIDDLESEX TABLE TENNIS ASSOCIATION

County Expenses Policy

The Middlesex Table Tennis Association shall pay all county team registration fees and all costs relating to venues for matches in which the county's teams are involved. (This includes "Pooled Expenses").

1. Travel Expenses

The Association will reimburse all reasonable travel costs to match venues which are fulfilled by the following criterion:

- a) Cadet, Junior & Senior teams who travel to venues outside Middlesex involve vehicle sharing not exceeding more than 2 vehicles. or
- b) Travel to venues outside Middlesex is by public transport.
- c) For Veteran teams expenses are limited to £100 per team with receipts.

If method of transport is by private car, mileage rate of 30 pence per mile will be calculated for the claim. If public transport is used, receipt of the fare, or the ticket itself must be submitted.

2. Accommodation

For fixtures where matches are played over a whole weekend (Saturday & Sunday), such as the Cadet Premier, Junior Premier and Senior Premier divisions, shared hotel accommodation must be booked by the Non Playing Captain well in advance to obtain the most economical room rate, which should include breakfast.

3. Meal Allowances

Meal allowance will be made as follows:

- a) Lunch £7.50 per person for matches that start in the morning and where there is a lunch break and for overnight stay where one day or both days have playing sessions before a lunch break. In all instances the appropriate claim form must be signed by all the players involved in the matches.
- b) Evening Meal £12.50 per person where matches involve an overnight stay. In all instances the appropriate claim form must be signed by all the players involved in the matches.

All expenses claims must be submitted by the **Team Captain or Non Playing Captain** on the current MTTA Claim form which is on the website. Receipts should be scanned and attached to the claim submission, thus enabling speedier processing of your claim by the county treasurer, and these receipts must be dispatched to the treasurer immediately, as these are needed for audit requirements.