



**Leicestershire and Rutland Ladies' County Golf Association  
Expenses Reimbursement Policy**

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## **Leicestershire and Rutland Ladies' County Golf Association Expenses Reimbursement Policy**

### **1. OVERVIEW AND OBJECTIVES**

As of 1<sup>st</sup> January 2020 the honorarium paid to the members of the Executive Committee was standardised.

The payment of an honoraria is a simple gratuity and is not intended to reflect the time commitment or the costs involved in delivering any of the responsibilities that accompany each role.

All members of the Executive Committee and their nominees are able to be reimbursed for any reasonable costs that they incur during the normal course of performing their duties.

This document provides guidance on what is considered reasonable expenses and the process of how these expenses can be claimed.

### **2. SUPPORTING EVIDENCE**

All expense claims must be supported by original receipts, invoices or similar.

An expense claim form is given on Appendix 1 and should be used unless an alternative form has been agreed with the Treasurer. Email is accepted as 'wet signature'.

All expense claims over £100 must be submitted to the Treasurer for reimbursement within 28 days of them being occurred. Expenditure less than £100 must be claimed within 3 months of them being incurred.

### **3. CAR POLICY, MILEAGE PAYMENTS AND OTHER TRAVEL EXPENSES**

When travelling on County Golf related business, car journeys should be shared whenever practicable.

Mileage is payable at a rate of 45p per mile.

For any other type of travel, standard class should be used.

### **4. OVERNIGHT ACCOMMODATION**

Wherever possible, it is expected that hotels will be used where a group rate has been negotiated.



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If this is not available, then a common sense approach should be adopted.

Hotels used should possess a minimum of 3 stars wherever possible.

Single room hotel costs in excess of £115 per person per night on a B&B basis or £100 per person on a room only basis must be approved by the Hon Sec or Treasurer prior to the booking being completed.

### **5. OVERNIGHT INCIDENTAL EXPENSES**

When staying away from home overnight on County business, it is recognised that individuals will be likely to incur some expenses above the basic costs of bed and meals.

Incidental expenses may be claimed when supported by a receipt up to £7.50 per night

### **6. MEALS AND SUBSISTENCE**

When organising an event or attending in an official capacity on behalf of the County, meal allowances may be claimed subject to the following guidelines:

Breakfast	up to £7.00 payable with receipt
Lunch	up to £8.00 payable with receipt
Evening Meal	up to £15.00 payable with receipt
Beverages	up to £8.00 per day payable with receipt
Day Rate inclusive of beverages	up to £38.00 per day payable with receipts

Exceptions to these guidelines apply to events where package deals or ticket fees have been agreed, such as County Match Week, England Golf conferences, Taskers trophy presentation evenings and the like. On these occasions, the package price will be paid.

### **7. GIFTS AND GRATUITIES**

Gifts to the value of up to £15 may be purchased to thank people for their assistance at an event, for example the Lady Captain of a hosting club.

A gift up to the value of £20 per person may be purchased each year to thank any non-Executive Personnel for their contributions during the year. For example, Website Manager, Handicap Adviser, Fixtures Secretary and the Championships Team. These will normally be given at the AGM.



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### **8. TEAM MATCHES**

First and Second team matches other than County Match Week will be subject to the guidelines set out in this document. Where appropriate twin accommodation should be booked however there is no expectation that any person should be expected to share with another. Safeguarding is a key consideration and suitable arrangements must be made for junior team members.

Rooms in excess of £130 per room per night on a B&B basis or £110 per room per night on a room only basis must be approved by the Hon Sec or Treasurer prior to the booking being completed.

Beverages will be covered during matches subject to the cost guidance in section 6.

### **9. COACHING**

Coaching will be provided to first and second team squad members.

The annual coaching budget will be set by the Executive Committee and reviewed every three years.

### **10. CLOTHING**

The County Association will provide 1 shirt and 1 sweater to each of the following officers:

- The President
- The Secretary
- The Competitions Secretary
- The Championships Team
- The First Team Captain
- The Second Team Captain
- The Junior Organiser

Team clothing will be provided as follows:

First team players, 3 shirts, 1 sweater and 1 outer garment.

Second team players, 1 shirt and 1 sweater.

The annual clothing budget will be set by the Executive Committee and reviewed every three years.



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### **11. STATIONERY, TELEPHONE AND OFFICE EXPENSES**

All reasonable stationery costs, to include paper, printer ink or associated costs, postage etc will be reimbursed on production of receipts.

Where a private telephone is used for calls that are not included within an inclusive minutes contract, these will be reimbursed.

### **12. PURCHASE OF EQUIPMENT**

All equipment purchases must be approved by the Executive Committee.

### **13. CASH ADVANCES**

Where an individual's expenses are likely to exceed £100 in any given period, they may request an advance to cover the expenses.

Advances must be settled within 28 days using the standard expenses claim form see Appendix 1.

### **14. COUNTY MATCH WEEK**

It is the view of the Association, that the catering of the host club should be supported during County Match Week as much as is practicable.

The guidance set out in sections 2 through to 8 should be applied.

In addition to these expenses, a further £150 in total per day will be made available to cover incidental team expenses such as driving range tokens, county logo golf balls, buggy hire.

### **EXCLUSIONS**

Expenses that will not be covered include:

- fines of any kind
- loss of or theft of goods (unless covered by insurances)
- damage to vehicles