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| **EXPENSES – SELF-EMPLOYED COACHES** | | TENNIS WALES LIMITED | |
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| Self-employed Coaches may claim expenses as detailed below in respect of travel, accommodation and meals incurred whilst carrying out duties on behalf of Tennis Wales Limited. An Expenses Claim Form must be completed and submitted to: Maryna Jones, Tennis Wales, Francis House, No 2 Drake Walk, Brigantine Place, Cardiff CF10 4AN. Receipts must be attached where applicable. | | | |
| The Designated Person will authorise payment of all expense claims. Any claim which does not fall within the parameters below will only be paid if the CEO has previously authorised such expenditure in writing. | | | |
| Expenses should, if possible, be claimed for in the month in which the expenditure occurs. The financial year end is 31 December and all claims should be received within 10 calendar days of each month end. | | | |
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| **TRAVEL** | | | |
| Self-employed coaches travelling to all types of tennis activity agreed/requested by Tennis Wales | | | £0.45p per mile |
| ***Please note mileage will only be paid on proof of Business Class Car Insurance.***  ***This would need to be submitted once a year.*** | | | |
| Self-employed Coaches using a vehicle on hire to Tennis Wales Limited may claim petrol/diesel expenses, parking, and tolls on production of all receipts. | | | |
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| **ACCOMMODATION & SUBSISTENCE** – Except where provided | | | |
| All food expenses and other expenses must be included in the overall invoice. Payment will only be made up to the maximum amounts stated below and where a valid receipt has been provided as proof of purchase. This is a requirement of the HMRC. | | | |
| London – room only not exceeding | £120 per person per night | | |
| London – bed & breakfast not exceeding | £130 per person per night | | |
| Rest of Great Britain – room only not exceeding | £85 per person per night | | |
| Rest of Great Britain – bed & breakfast not exceeding | £95 per person per night | | |
| Overnight stay with a friend or relative | £25 per person per night | | |
| Breakfast if commencing duty before 7:30 a.m. | Up to max £10 per person | | |
| Lunch (we will not reimburse for alcoholic beverages) | Up to max £5 per person | | |
| Dinner if duties extend beyond 7:30 p.m. (we will not reimburse for alcoholic beverages) | Up to max £25 per person | | |
| **Coach Fees:** | | | |
| Lead Coach | | £150 per day | |
| Assistant Coach | | £75 per day | |
| *For away matches the coaches fee will apply for the day of travel to the event. For home matches, the daily coach fee is only applicable for playing days* | | | |

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| EFFECTIVE DATE : 22 February 2018 | REVIEW DATE : February 2019 |