



Durham County Golf Union Seniors Section Expenses Guidelines

Section 1: Purpose and Scope

These guidelines cover officials/players for DCGU Seniors Section (DCGU SS) County fixtures, claimants must ensure expenses are economical, efficient and effective to avoid DCGU SS incurring unnecessary expenses.

A receipt that identifies the expense and proves payment, should be provided.

Section 2: Expectations

Claimants must ensure expenses are economical, efficient and effective to avoid DCGU SS incurring unnecessary expenses.

Expenses must be submitted within 4 weeks of being incurred, though you are encouraged to submit them as soon as possible.

Expenses should be checked against the policy and all supporting documents, typically a receipt that identifies the expense and proves payment, should be provided except for mileage claims.

Claimants should properly document the purpose of each expense. For instance, to represent the DCGU SS in an official capacity or as a player.

The DCGU SS Treasurer will pay claims within 2 weeks of notification of receipt of expense.

Section 3: Travel related expenses

The current DCGU SS mileage allowance rate is 0.35p per mile and will be calculated from home address postcode to venue postcode and return.

Mileage reimbursement covers fuel, insurance, maintenance and repairs. Therefore, those won't be reimbursed separately.

Details of the journey, including reason for the journey, date, starting point and destination, should be added to the claim.

It's the responsibility of the claimant to use a vehicle that is roadworthy and sufficiently insured.

DCGU SS Treasurer will reimburse parking expenses when a supporting receipt is submitted, however, parking fines or other fines won't be reimbursed.

Car sharing is to be encouraged to avoid DCGU SS incurring unnecessary expenses.

Section 4: Accommodation for away fixtures

All hotel accommodation will be reserved by the DCGU SS Captain to obtain the negotiated County rate where applicable. Whenever possible the reserved accommodation will be on a dinner, bed and breakfast rate.

Following selection for an away fixture the players are to immediately inform the DCGU SS Captain if they require overnight accommodation.

If a player requires alternative accommodation to what is booked for whatever reason, they will only be reimbursed at the group rate booked by the DCGU SS Captain.

In room items such as alcoholic mini-bar drinks, private telephone calls, internet costs or movie hire will not be reimbursed.

Section 5: Food and entertainment

If the reserved accommodation does not provide a dinner bed and breakfast rate a £25 allowance/player will be provided for an overnight stay, receipts will be required for this option.

On the day of a DCGU SS team fixture i.e. designated pre- season friendlies and Northern County league fixtures players to be provided with coffee, a bacon roll, lunch and a post - match meal.