

NUGC – Costs and Expenses Policy

Introduction

This document outlines the policy for the payment and reimbursement of expenses for County players, Executives and any other authorised individuals.

Adherence to this policy is mandatory and breaches of the policy may lead to disciplinary action.

Players representing the County:

Players across all categories will receive:

- Golf balls for County matches or 'Big 6' events or any National Finals.
- Appropriate County clothing/attire.
- Food and drinks on practice and match days.
- Where required, accommodation will be provided for away matches on a sharing basis, unless there is a health, safeguarding or other issue.
- Accommodation will only be provided for home matches in exceptional circumstances (to be authorised/approved by the Secretary or County Captain).
- For away matches that involve an overnight stay only, if no evening meal provided after the conclusion of a match, a £10 allowance will be provided to cover any food costs on the journey home.
- Mileage:
 - Away matches - paid at a rate of 45p per mile.
 - Home matches - mileage is paid at rate of 45p per mile for a home match only where the travel to the venue is over 40 miles from a player's home address (the address must however be in Northumberland/Tyne & Wear). This will include parents or anybody else who is required to transport a player to an away match or a home match considering the above criteria.
 - Travel should be in a minimum of pairs, but it is acknowledged that at times, this may not be possible. In the event of single person travel the same 45p rate applies.

Executive attendance at County away matches and events (e.g. Big 6):

- Mileage (at the rate of 45p per mile), accommodation and meals the evening before a match/event will be provided/paid for the President, Secretary and a non-playing Captain. This extends to any nominated individual who is required run the event in place of the appropriate Secretary e.g. junior matches, seniors matches
- Accommodation and meals the evening before a match/event will be provided/paid for members of the Executive where they are required to assist the Secretary or Captain (this must be agreed in advance by the Secretary/Captain/President).

- Any other Executives attending will be responsible for their own accommodation/evening meal costs and cannot claim mileage.
- Lunch and soft drinks will be provided by the County for Executives who attend to support.

Executive attendance at County home matches:

- Mileage and reasonable food costs will be provided/paid for the President, Secretary and non-playing Captain. This extends to members of the Executive where they are required to assist the Secretary or Captain (to be agreed in advance with the Secretary/Captain/President) or run the event in place of the appropriate Secretary.
- Any other Executives attending will be responsible for their own costs and cannot claim mileage.
- The NUGC will provide informal/buffet lunch for the Executives and the spouses/partners of the host and visiting Counties. The reasonable cost of drinks will also be provided.

When hosting County competitions:

- Mileage and reasonable food costs will be provided/paid for the President, Secretary and Captain. This extends to members of the Executive where they are required to assist (to be agreed in advance with the Secretary or President) or run the event in place of the appropriate Secretary e.g. junior events, seniors events.
- Any other Executives attending these events will be responsible for their own costs and cannot claim mileage.

Claiming expenses

- Claims should be submitted to the County Treasurer on a timely basis – claims must include detailed information on the expenditure incurred (in line with this policy) together with receipts (where appropriate) and pre authorisation (where appropriate).