

To all members – Club by-law

By-law 09 Travel Expenses Application form (As agreed committee meeting 07/11/17)

Members of Penzance Tennis Club (known as the Club) on valid Club business are entitled to claim for reasonable mileage travel expenses (mileage and tolls), from and to the Club, and will need to follow the Clubs travel policy that includes guidelines for expenses and reimbursement. Members will not be reimbursed for travel expenses incurred unless travel has been pre-authorized. It is the member's responsibility to pay for travel arrangements not funded by the club.

Valid Club business

Valid Club business will include such things as

- a. Representing the Club at LTA official events, such as Club forums, Tennis Cornwall meetings, etc.
- b. Representing the Club at out of county LTA competitions, such as AEGON league

It is expected that travel be completed within one day and no overnight or food expenses should be required, and that Club members should share transport as much as possible to ensure claims are minimised.

It is at the discretion of the committee as to what is considered valid and not valid Club business.

Pre authorisation

Prior to travel members must obtain pre authorisation from a current officer of the Club (Officers of the Club are Chair, Vice Chair, Hon. Treasurer, Hon. Secretary). Such authorisation should be obtained by emailing the Club office (or dropping paper copy into office) giving notice of impending travel to info@penzancetennisclub.co.uk with the subject matter stating 'Travel Expenses'.

How do I submit my travel request?

To be reimbursed for travel pre authorised members should complete the simple travel mileage application form below.

It is essential that the member fully completes the form detailing applicant's name, contact details, reason for visit, addresses and postcodes of start and finish locations.

How do I get reimbursed for my travel expenses?

Reimbursement will be made by Club cheque to the member applicant.

What rate will mileage be reimbursed at

Mileage will be reimbursed at £0.23 per mile (rate to be reviewed by the Committee as fuel prices change by a significant amount).

Disputed pre authorisation

In case of any dispute of the decision of the officer of the club members should email the Club office, their dispute will be discussed by the committee and a decision made at the next Club committee meeting.

Decisions made by the committee will be final and totally at the discretion of the Committee.

Penzance Tennis Club travel mileage expenses claim form (please submit within 1 month of the travel).

Date of application: / /

Name of claimant:

Email of claimant:

Address to which reimbursement should be sent:

Mileage (please put location and postcode)

Date	From	To	Valid reason for Journey	Miles (@£0.23 per mile)	Amount (£)
	Pz Tennis Club, Penlee Park, TR18 4HE				
		Pz Tennis Club, Penlee Park TR18 4HE			
	Toll (if any)			Toll charge amount	
TOTAL					

Pre authorised by (officer of the Club)	Authorised for reimbursement by
Date: / /	Date: / /