

Expense Protocols for Over 35's and Seniors County Cup Competitions For the Season 2023/24

- Over 35's An allowance of £1,000 per team will be made available as a contribution towards the total costs incurred
- Seniors (Over 40's) Home Matches
Whenever possible the courts at Redbridge or Deans should be used, as these will normally be free of charge, - see below for details.
Where the free courts cannot be used, we will make a maximum contribution of £80 per match towards the hire of courts, the claim must be supported by the booking receipt/invoice.
Tennis balls will be supplied for all home matches.
Any refreshments provided will be paid for by the team
- Away Matches
We will pay an allowance of £0.30 per mile, excluding the first 50 miles.
Normally mileage will be based using Redbridge as the starting point, unless a more convenient location nearer to the away match is agreed between the team members. Any mileage incurred in picking up team members will normally be discarded.
The allowance will only be paid for 1 vehicle per match
Where overnight accommodation is agreed to be necessary a contribution towards the costs will be made at the rate of £50 per person, with a maximum of 1 night's accommodation per match.
The coordinators will agree with the captains which matches warrant overnight accommodation.
- Playing Kit We will contribute £40 per person towards the cost of the Essex Tracks Tops when purchased from Kitlocker. See the [Website](#) for details.
Claims to be made to Joanne@essextennis.org.uk together with proof of purchase.

Court booking at Redbridge or Deanes

Availability of these free court times [indoors in particular] is limited and must be booked at least 6 weeks prior to the event.

Early planning of home matches is recommended and as soon as you have an indication of match dates contact the Essex Office (bookings@essextennis.org.uk or call the Office on 020 8502 6364) to check availability of the free courts, and make the booking if possible.

When submitting a claim please include any VAT receipts.

Claims to be submitted by the captain to Joanne@essextennis.org.uk and must be within 3 months of incurring the expense.

Expense Claim Forms are available from the [Essex Tennis](#) website.