

**KENT SQUASH & RACKETBALL ASSOCIATION
EXPENSE CLAIM FORM for AWAY MATCHES**

MATCH DETAILS

Date of Event	
Location	
Match Details	

TRAVEL

From: _____ To: _____
 No of Miles: _____ @ 25p per mile £ _____ : _____

ACCOMMODATION

Cost of Accommodation
 No of rooms _____ x £ _____ = £ _____ : _____

SUBSISTENCE (Adult Teams Only)

Allowance claimed (please see guidance note) = £ _____ : _____

OTHER

(One off events prior authorised by KSRA Executive Committee)

Details:
 _____ =

TOTAL FOR THIS EXPENSES CLAIM = £ _____ : _____

(Please attach receipts)

Name:	
Address	
Signed	
Bank Sort Code Account Number	

Please submit your claim form to Gerard L'Aimable at gerard_laimable@hotmail.co.uk or Hillside, Woodlands Road, Bromley BR1 2AR after you post your match report on the Kent SRA website forum or send it to john.greenwood@kent-squash.co.uk to do so.

**KENT SQUASH & RACKETBALL ASSOCIATION
EXPENSE CLAIMS**

Kent SRA will make a contribution to team expenses on the production of receipts for accommodation and subsistence claims, and on filing a match report, as follows.

Match appearance fees will not be paid unless specific sponsorship is forthcoming. Loss of earnings payments will only be made if the prior approval of the Treasurer or Chairman has been obtained. All other teams, including friendly ties & South East Area events, have to fund all their own expenses.

TRAVEL

The team captain/manager of Seniors and Juniors teams will be reimbursed for petrol at 25p per mile for a maximum of two cars. Individual players in a team may request that a contribution to travel expenses from their home outside the Kent SRA region to the region's boundary be considered by the Kent SRA Treasurer/Chairman.

ACCOMMODATION

Kent SRA will contribute to the cost of accommodation with breakfast for one night, only, for away venues in excess of a seventy five miles from the travel start point(s) for the team plus one reserve player in Seniors teams, and an additional two officials/drivers for Juniors teams, at the rate of £35 per person inc breakfast.

In view of the start times of the ties on Saturday afternoons it is possible to drive to any away venue on the Saturday morning and return on the Sunday afternoon. Teams may wish to fund an additional night themselves. Junior Teams play their ties on a Regional basis on Sundays, only, so no accommodation required.

SUBSISTENCE

Juniors Teams

The hosts of Juniors away ties will provide lunch so there is no subsidy from Kent SRA.

Seniors teams

Kent SRA will make a contribution of up to £15 per head for each away match meal, up to a maximum of two meals, as England Squash or the away hosts are expected to supply other meals.

Kent SRA January 2016