Expenses Reimbursement Policy

Policy Statement

Hertfordshire Golf ("HG") seeks to recompense employees, volunteers and teams fairly for out-of-pocket expenses when on county business, duty or representation.

To assist with administration, Board members, President, President Elect and all other volunteers should submit their claims quarterly, end of January, April, July and October. Adult team representatives/team member's expenses should either be claimed immediately after the eligible event but no later than the end of the month in which the event occurred.

Mileage

With effect from 1 November 2026 and in line with the recent changes announced by HMRC travel by car will be reimbursed at 55 pence per mile (45 pence per mile up to 31 October 2026) in accordance with the following statement:
VOLUNTEERS: includes Board members, President/Vice President/President Elect, Committee members, referees, course rating team, team managers, all other volunteers; any travel on county duty.
ADULT COUNTY TEAM REPRESENTATIVES: see section below "Team Managers Policy & Best Practice Document".
Expense claims should show details of the mileage arising i.e. start and end location of each journey and number of miles travelled.

Food & Beverage on Overnight Stays

All County Team Managers, players and other volunteers sanctioned for activities/events are limited to a maximum reimbursement of £38 total per head per evening for F&B while staying away on official team duty (This does not include F&B during the day at the host venue for instance). Purchases over and above this limit will not be reimbursed. (*See Appendix 1 - Team Managers Policy & Best Practice Document for more detailed information*).

All expense claims should be supported by supporting receipts.

Miscellaneous Other Expenses

Other out of pocket expenses should be supported by receipts showing the nature of the expenditure (*not just credit card vouchers*). HG does not operate any fixed sum allowances for out-of-pocket expenses.

Team managers are responsible for controlling expenditure incurred for their teams in accordance with the "*Team Managers Policy & Best Practice Document"* and the team budget for the year.

Claims should be made on the standard forms provided. They are in Excel format and can be obtained from the HG office.

All expense claims should be made via the Accounts Department and require authorisation by the Finance Director prior to re-imbursement.

It will be helpful to receive the claim form via email (accounts@hertfordshiregolf.org), in electronic form to aid further analysis and allocation of the costs. Receipts can be sent by post or as scanned attachments to an email.

Note

Where an individual or club qualifies to play in another event as a result of winning a championship, the costs that may or may not be reimbursed will be determined by the conditions of that championship (*and are not covered by the above policy*).

Responsible Person: Player Development Director/Finance Director
1st Adopted: 01 January 2018
Version Adopted: September 2026
Next Review: August 2027

Team Managers Policy & Best Practice Document

Team managers are requested to complete the following forms which are available from the Office Administrator (accounts@hertfordshiregolf.org).

All forms should be completed monthly or after each event i.e. match or coaching session, and sent to the Office Administrator with receipts. Third party invoices from clubs, coaches etc. will be checked against the appropriate form and all expenses will be signed off by the Finance Director before issuing payment.

1. HG Standard Expenses Form – Team Managers mileage and expenses.
2. HGL Team Managers Pro Forma – covers all expenses relating to a particular match or event.
3. Team expenses claim proforma – used to collate all team players mileage claims plus other expenses.

Team Managers for Junior Teams also need to ensure that squad registers are updated after each event.

Mileage

From 1 November 2026 HG will reimburse all Team Managers at the standard rate of 55p per mile for all journeys taken on behalf of HG. This is in line with the recent changes made by HMRC. Claims up to 31 October 2026 will be re-imbursed at the rate of 45p per mile.

From 1 November 2026, HG will reimburse all adult Team players at the standard rate of 55p per mile for all journeys to official team activities (i.e. regional league matches and finals), including practice rounds where overnight accommodation was not required. Mileage costs will not be paid to team players for friendly matches (both in and outside of Hertfordshire) or for team training and practice sessions. Mileage up to 31 October 2026 will be re-imbursed at 45p per mile.

Claims must be submitted using the approved proformas and include details of the mileage arising i.e. start and end location of each journey and number of miles travelled.

Accommodation

All accommodation required should be booked centrally by one of the HG Staff in conjunction and after discussions with the relevant Team Manager. All bookings should be made with cancellation options available if possible.

Consideration on booking should always be given to proximity to the Golf Club at which the venue is taking place and the start time of the event.

Although there is no maximum amount for accommodation, those booking should be made conscious of overall costs, in line with budgetary restraints. Consideration should be given to sharing rooms, if appropriate.

Food & Beverage on Overnight Stays

All County Team Managers and players are limited to a maximum of £38 total per head per evening for F&B while staying away on official team duty (This does not include F&B during the day at the host venue for instance). Purchases over and above this limit will not be reimbursed.
Consumption and purchase of alcohol is discouraged but is at the discretion of the relevant Team Manager. The Team Manager should be responsible for the payment of all hotel and/or restaurant bills and the costs added to their expense claim. All expense claims should be supported by supporting receipts.

Expenses on the day of Matches & Activity (including friendly matches)

For all team activity a 'tab' behind the club bar should be run throughout the course of the event, with separate tabs for each County team if applicable. These should be organised with the host club ahead of the event. Tabs should be settled in full before leaving the venue by the Team manager and the value added to their expense claim. All expense claims should be supported by supporting receipts.

Consumption and purchase of alcohol is discouraged but is at the discretion of the relevant Team Manager.

Golf Balls

HG will purchase logo Titleist Pro V1 and Pro V1x golf balls for official County Team activity at the start of each year, of which the stock is held centrally.

Each Team manager will be responsible for collecting an allocation of balls for their squad each year.
Golf balls should be issued to team players at each official activity, with the exception of any training and/or practice rounds, to a maximum of a sleeve of 3 golf balls per player per day. A lower level could be considered if appropriate and is at the discretion of the Team Manager.

Kit

HG will provide all County Team squad members with a minimum of a logo short sleeve polo shirt, logo long sleeve sweater and logo cap per player. Replacement items will be issued as required.
All stock of clothing will be held centrally with HG Staff responsible for regular stock taking.
All ordering of new stock will be the responsibility of HG Staff at the start of each year to ensure adequate levels of stock are maintained.
Each Team Manager will be responsible for collecting an allocation of kit for their squad each year.

Miscellaneous

Each Team Manager will be responsible for purchase and distribution of sustenance at all Team activity. The costs of which should be added to their expense claim.

Consideration should be given to the supply to players of bottled water, energy bars (or similar) and fruit. It is recommended that such supplies are purchased prior to the match from a supermarket or other discount retailer where it is likely to be much cheaper, rather than at the host Golf Club.

The HG Office hold a Costco membership and the HG Staff could be engaged to purchase goods centrally if required.

Team managers should not set new precedents for expenditure. If necessary, they should consult with the County Secretary in the first instance (otherwise the Player Development Director or Finance Director). Claims for team representatives will be coordinated and submitted by the team manager.

Responsible Person: Player Development Director/Finance Director
1st Adopted: 01 January 2018
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