

# Edenbridge RFC

## Senior Player Expenses Policy



**From effect 2013-14 Season**

**This policy has been put in place to clarify the situation regarding expense claims in relation to matches. In representing the Club, you agree to abide by this policy.**

- Any expenses must be reclaimed from the Club using the attached claim form and submitted to the nominated individual.
- No money is to be paid out of the Match Fee collections following a game.
- To be eligible to claim expenses, a player must be up to date on all monies owed to the Club including Membership Fees and Match Fees to date.
- Expenses will be paid by the Club via cheque or bank transfer to the player putting in the application within 14 days.
- Expenses for travel will only be paid in relation to 1<sup>st</sup> XV League Matches and only for University Students.
- Players claiming for travel are expected to have sourced the cheapest possible method of travel, car sharing where possible.
- Expenses for travel when using a car will be reimbursed at £0.25 per mile.
- The Board's decision on any issues concerning expenses is final.

# Edenbridge RFC Senior Player Claim Form



Date	Opposition	Description (eg Travel, etc)	Mileage if relevant	Amount Claimed
			<b>Total:</b>	

**Please attach any relevant receipts to this claim form before submitting to the nominated person**