



Grand Western Archery Society Expenses Claim Form

All claims for expenses (excluding mileage) must include receipted bills

Name & Address of Claimant			
		Post Code	Date
Event or Duty			
Venue			

Travel			
			Total
Car	Miles at 33p per mile		£
	Road Toll Fees (M6 Expressway)		£
	Tunnel or Bridge Crossings		£
Rail	Second Class Fare		£
	Bus		£
	Tube		£
<b>1</b>	<b>Sub Total for Travel</b>		£

Other Permitted Expenses eg. Course Fees			
Details			
			£
			£
			£
			£
<b>2</b>	<b>Sub Total for other permitted expenses</b>		£

<b>Breakfast</b>	Claimable if absent from home before 07.00hrs for a duration of not less than 5 hours
<b>Lunch</b>	Claimable if absent from home more than 5 hours, extended over the morning and afternoon (before and after mid-day)
<b>Evening Meal</b>	Claimable if absent from home more than 5 hours, extended into the evening (after 18.00hrs)

<b>Accommodation</b>	Claimable for overnight accommodation. If breakfast and evening meal are included, the above rates cannot be claimed in addition.
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<b>Meals</b>			
			<b>Total</b>
<b>Breakfast</b>	Number		£
<b>Lunch</b>	Number		£
<b>Evening Meal</b>	Number		£
Each Period of 24 hours should be treated as separate periods and claimed for as above.			£
<b>3</b>		<b>Sub Total for Meals</b>	£

<b>Accommodation</b>			
			<b>Total</b>
Price per night	£	Number of Nights	
<b>4</b>		<b>Sub Total for Accommodation</b>	£

Please remember to attach all receipts relating to this claim.

All claims will be reviewed and checked before payment is made.

<b>Total of Claim <b>1+2+3+4</b></b>	£
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I certify that I have not claimed any of the above expenses from another source

<b>Signature of Claimant</b>	
<b>Authorised by (Print Name)</b>	
<b>Signature of Authoriser</b>	

**All expenses will be paid by Bank Transfer.**

Please fill in the section below.

Bank	
Account Name	
Sort Code	
Account Number	