SURREY COUNTY ASA

1891-2022

EXPENSE CLAIM FORM Forms can be submitted by email to: finance@surreyasa.co.uk	Jim Boucher 4 Park Gate Cottages, The Common, Cranleigh, GU6 8SG
Please complete in BLOCK CAPITALS	Date of Claim:
Name:	Event / Committee :
Address:	Location:
	Travel From:
Postcode:	Travel To:
Phone:	Date:

Note:

1. Claims should only be made for essential journeys incurred for performing duties exclusively undertaken on behalf of Surrey County ASA.
2. A volunteer can claim up to 45p per mile. The amount claimed must be specified by the individual.
3. All individuals claiming travelling expenses are responsible for declaring income on expenses to H M Customs & Revenue. **Surrey County ASA will accept no responsibility for declaring payments on behalf of those making claims**.
4. All expenses claimed must be in accordance with Swim England Expenses Policy.
5. **Receipts must be attached for items in excess of £5.00.**
6. Claims must be made within 28 days.

Failure to complete this claim form correctly may result in delayed payment.

TRAVEL	Expense £
Private Car (miles @ 45p per mile)	
Rail	
Public Transport	
Taxi	
Other items	
TOTAL	

Your Signature:	
Approved (Hon Treasurer):	Date Paid: