|  |  |
| --- | --- |
| EXPENSE CLAIM FORMForms can be submitted by email to:finance@surreyasa.co.uk | Jim Boucher4 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: |