PLEASE HELP THE SPORT BY KEEPING EXPENSE CLAIMS TO A MINIMUM

ALL EXPENSES ARE PAID ELECTRONICALLY BY BANK TRANSFER (Online Banking / BACS)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **EVENT:** |  | | **DATE:** | |  | |
| venue location |  | | VENUE postcode | |  | |
| **Your Duty / Role** |  | | | | | |
| passenger duty |  | | | | | |
| **YOUR NAME:** |  | | | | | |
| home address |  | | | | | |
|  | | | HOME postcode | |  | |
| email address |  | | | | | |
| **EXPENSES** | Maximum of 300 miles per event, reimbursed at 30p/mile +5p / volunteer passenger | | | | | |
| **MILEAGE** – Total number of miles | | **@** **p/mile** | | **£ claimed** | |  |
| **EVENING MEAL** allowance £15.00 maximum (attach receipt) | | | | **£ claimed** | |  |
| **LUNCH MEAL** allowance £4.00 maximum (attach receipt) | | | | **£ claimed** | |  |
| **ACCOMMODATION** as approved in advance (attach receipt) | | | | **£ claimed** | |  |
| Car **PARKING** / Bridge **TOLLS** (attach receipt) | | | | **£ claimed** | |  |
| **RAIL** / **COACH** fare, Taxi – if approved in advance (attach receipt) | | | | **£ claimed** | |  |
| **FEES** / **SALARY** payments for work completed MUST be submitted via PAYROLL claim forms ONLY | | | | | | |
| **TOTAL AMOUNT CLAIMED** | | | | **TOTAL £** | |  |
| **SIGNED**:  type name if sending via email |  | | | | | |
| **\* ATTACH RECEIPTS TO REAR OF THIS FORM or PHOTOGRAPH IF SENDING VIA EMAIL** | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **BANK DETAILS** | Please enter your bank details carefully to avoid delays | | |
| **Account Name** |  | **Bank Name** |  |
| **Account Number**  (8 digits) |  | **Sort Code**  (6 digits) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Completed claim forms may be handed to the Meeting Manager** | | | |
| Authorising Signature |  | **BUDGET CODE** |  |
| Date |  |  |  |

**REIMBURSMENT OF VOLUNTEER EXPENSES: ATHLETES / OFFICIALS / COACHES**

***We will process your personal information to reimburse your expenses and retain this data in our accounting records. Please see our website for more information about how we protect your privacy.***

1. The amount payable in respect of travel from home to a point of assembly and vice versa, using public transport is based on a second-class rail fare only, plus other costs of using public transport as necessary to and from rail stations. Where possible cheap day or weekend return tickets must be obtained. All rail tickets must be attached to the claims before submitted to the office for processing.
2. Volunteer athletes / officials / coaches who wish to travel by car may have their travel costs reimbursed from their home or starting point of travel at the rate of 30p/mile up to 300 miles round trip per event.
3. Volunteer athletes / officials / coaches who wish to travel to a point of main assembly and vice versa by air do so only under exceptional circumstances and must obtain prior permission from Welsh Athletics.
4. Taxi fares will **not be paid**, even on production of a receipt, unless by prior written agreement.
5. Meal allowances are paid at the discretion of the Meeting Manager / Team Manager.

*maximum of £15 / evening meal is reimbursable, itemised receipts must be attached to the claim form.*

1. Overnight accommodation **must** be approved **in advance** by the Meeting Manager/ Team Manager.
2. Where team / group transport is provided, volunteer athletes / officials/ coaches must make use of this.

***No claims for travel will be met unless this practice is observed.***

1. Please complete expenses claim forms on the day of the competition and return to the Meeting Manager / Team Manager. Full itemised receipts for each item claimed must be attached to the claim form.
2. We aim to reimburse within 25 days following receipt of a fully completed claim form and receipts.
3. Payments will be referenced ‘Welsh Athletics’ on your bank statement and remittances are NOT sent.
4. IT IS YOUR RESPONSIBILITY TO PROVIDE ACCURATE BANK DETAILS FOR EACH CLAIM SUBMITTED

**We would like to thank you for your continued support to athletics in Wales**.

Office use only DEC 2019

|  |  |
| --- | --- |
| Payment Date: | Payment Method / reference: |
| Approved amount to pay: | Signature: |

**Welsh Athletics Limited finance@welshathletics.org**

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