ASA SOUTH EAST REGION

EXPENSE CLAIM FORM

EXPENSE CLAIM FORM TEL: 01628 483960	ASA SOUTH EAST REGION BISHAM NATIONAL SPORTS CENTRE NR MARLOW BUCKINGHAMSHIRE SL7 1RR
Please complete in BLOCK CAPITALS	Date of Claim:
Personal Details Name:	Event / Committee Name:
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 the ASA South East Region. Those transporting their own children or others from their Club should not claim from the Region.
2.* A volunteer can claim up to 45p per mile. The amount claimed must to be specified by the individual.
3. All individuals claiming travelling expenses from the Region are responsible for declaring income on expenses to H M Customs & Revenue. **ASA South East Region will accept no responsibility for declaring payments on behalf of those making claims**.
4. All expenses claimed must be in accordance with ASA Law.
5. Receipts, showing VAT where applicable 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	Nominal Code	Expense £	p	VAT (office use)
Private Car (miles @ ….p* per mile)				
Rail				
Public Transport				
Taxi				
Other items				
Hotels				
Meals				
Car Park (not to include Airports)				
Miscellaneous				
	TOTAL			

Cost Centre:	Department / Disciplines:
Your Signature:	Title:
Authorised Signature:	Budget Holder: Keith Sutton

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TRAVEL		**Mileage**	**Expense**	**Nominal**	**VAT** (Office Use)
Mileage at per mile. Departure point (provide postcode if possible). Arrival point (provide postcode if possible). Note any diversions, additional pick up points etc.					

MISCELLANEOUS		**Expense**	**Nominal**	**VAT** (Office Use)
Please detail items and reason for purchase				

MEALS/MEETINGS	
Reason for meeting or purchase of food / drink for other people. Provide names of those who attended the meeting or for whom food or drink was purchased with reason	

BANK DETAILS:		
The ASA South East Region is in the process of moving to BACS payments. Please provide details of your account	Bank Name	
	Account Name	
	Account Number	
	Sort Code	