

ASA SOUTH EAST REGION

EXPENSE CLAIM FORM

EXPENSE CLAIM FORM Forms can be submitted by email to: bryony.gibbs@southeastswimming.org TEL: 07765 828180	Swim England South East c/o Freedom Leisure The Paddock 1-6 Carriers Way East Hoathly East Sussex. BN8 6AG	
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. 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 from the Region are responsible for declaring income on expenses to H M Revenue & Customs. Swim England South East 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 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 £
Private Car (miles @ 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:	

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TRAVEL	Mileage	Expense	Nominal
Mileage at 45p 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
Please detail items and reason for purchase		

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

BANK DETAILS: If you have previously received payment by BACs ASA South East Region there is no need to fill out the below unless your bank details have changed	
Bank Name	
Account Name	
Account Number	
Sort Code	
Email Address for remittance advice	