

Swim England South East – Expenses Claim Form

- This expenses form should be used to reclaim any travel or out of pocket expenses incurred whilst performing duties on behalf of the region.
- Please return the form to office@southeastswimming.org within 28 days of the event or spend.
- Expenses will be paid in line with the regional expenses policy, with a mileage rate of 55p per mile.
- Receipts must be attached for claims over £5.00

Personal details – NB If you have previously received payment by BACs from the region there is no need to populate the bank information unless your account has changed.

Name		Bank Name	
Address (including postcode)		Account name	
Tel		Account number	
E-mail		Sort Code	

Claim details					
Name/ date/s of event and discipline					
	Details				Cost
Mileage claim (please provide the number of miles and the relevant postcodes)	Date	From	To	Miles (double if return)	Number of miles x 55p = £
	Total				
Public transport					£
Hotel					£
Meals (Please list names and amounts if you have paid for other eligible claimants)					£
Car Park					£
Miscellaneous					£
Total Cost of claim					£
Signed					Date:
Authorised by (Signed)					Cost Centre/ Discipline;