GARIOCH AMATEUR SWIMMING CLUB - EXPENSES CLAIM FORM

NAME		EMAIL/TEL. NO			
DATE	**FROM/TO**	**CAR REG**	**MILES**	**MILEAGE RATE**	**TOTAL**
				@ 45p per mile	
				@ 45p per mile	
				@ 45p per mile	
				@ 45p per mile	
				@ 45p per mile	
				MILEAGE TOTAL	

DATE	DESCRIPTION of EXPENSES	TOTAL
	EXPENSES TOTAL	

SIGNED		DATE		NOTES	TOTAL EXPENSES	
AUTHORISED		DATE			TOTAL MILEAGE	
					OVERALL TOTAL	

Once completed please return this form to: **Jane Boddie - Club Treasurer**. Expenses forms can be scanned and emailed to: **treasurer@gasc.co.uk**. All forms must be signed and dated by the claimant. All expenses forms **MUST** be countersigned and have supporting receipts attached. Failure to attach receipts/vouchers will result in the claim form being returned unpaid. Coaches who attend National Level meets - those who are appointed in advance, will be poolside for a minimum of two sessions (a session is considered to be from the start of the competition until the last GASC swimmer has raced, been debriefed and completed a swim down) may claim a per diem amount of £75 per day(£25 per session). In addition, they may claim their mileage to and from the event at the current mileage rate. Coach passes and meet meals will be covered by the club. No expenses may be claimed for individual accommodation or meals. In addition, expenses may be claimed by any coach attending any non-national meet (as appointed at the SSC or by the Head Coach) who does not have a child competing at that meet may claim mileage at the current rate. On a case by case basis, and if agreed up front, a Judge 1 or higher who attends a meet to fulfil GASC's quota for officials but does not have a child competing at that meet may claim mileage at the current rate. Other events may be included on an adhoc basis subject to MCM approval and club finance constraints. Any other purchase made for the club must be approved and authorised by the MCM before claiming. **PLEASE DO NOT SAVE MONTHS OF RECEIPTS AND ATTEMPT TO CLAIM THEM ON ONE FORM. GET YOUR EXPENSES IN WITHIN 60 DAYS OF RECEIVING A RECEIPT.**