



Oxfordshire & North Buckinghamshire Counties ASA
Affiliated to ASA South East Region

EXPENSES CLAIM FORM V2.0

Forms to be submitted via email to the County Treasurer on ONBTreasurer@gmail.com

Please complete in BLOCK CAPITALS

Your forename and surname	
Event name and date	
Your role at the event	
Your address including postcode	
Your email address	

Note:

1. Claims can only be made that comply with the ONB County Expenses Policy.
2. Claims must be made within 28 days of the last day of the event.
3. Failure to complete this claim form correctly may result in delayed payment.

Travel	Expense £
Private Car (miles @ 45p per mile)	
Rail	
Public Transport	
Car park	
Meals (To be agreed in advance by event budget holder)	
Other (eg hotels, To be agreed in advance by event budget holder)	
TOTAL	£

Bank Name	
Account name	
Sort Code	
Account Number	

Your Signature	
Date	



Oxfordshire & North Buckinghamshire Counties ASA
Affiliated to ASA South East Region

For County Treasurer Use Only	
Event budget holder's authorisation to pay the claim	
Date claim paid via bank transfer	