



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

**EXPENSES CLAIM FORM**

Forms can be submitted to Ian Powell via e mail @ <a href="mailto:ian.powell25@btinternet.com">ian.powell25@btinternet.com</a>	By Post 6 Hathaway Court, Crownhill, Milton Keynes, MK80LG.
Please complete in BLOCK CAPITALS	Date of Claim:
Personal Details Name:	Event & Date Name:
Address:	Date:
Post Code:	Event Location:
Post Code:	Post Code:
<b>Note:</b> 1. Claims should only be made for essential journeys incurred for performing duties exclusively undertaken on behalf of the Oxon & North Bucks Counties ASA. 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 County are responsible for declaring income on expenses to H M Customs & Revenue. <b>Oxon &amp; North Bucks Counties ASA will accept no responsibility for declaring payments on behalf of those making claims.</b> 4. All expenses claimed must be in accordance with ASA Law & County Expenses Policy. 5. <b>Receipts, where applicable must be attached for items in excess of £5.00.</b> 6. Claims must be made within 28 days of the last day of the event. <p style="text-align: center;"><b>Failure to complete this claim form correctly may result in delayed payment.</b></p>	

Travel	Expense £
Private Car (                      miles @                      per mile)	
Rail	
Public Transport	
Car park	
Meals	
Other (eg Hotels, <b>To be agreed in advance by event budget holder</b> )	
<b>TOTAL</b>	<b>£</b>

Your Signature:	Authorised/Budget Holder's Signature:
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Bank Name:	Account Name:
Sort Code:	Account Number:
Email address for remittance advice:	