|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CLAIM DESCRIPTION** | | |  | | | | | |
|  | | | | | | | | |
| **Name** |  | | | **Bank Account Name** |  | | | |
| **Address** | | | | **Account Number** |  | | | |
| *Street* | |  | | **Sort Code** | **-    -** | | | |
| *Town* | |  | | Are these details different to before? | Yes |  | No |  |
| *Postcode* | |  | |  | | | | |
| **Phone** | |  | |
| **E-mail** | |  | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Please note:*** | | | | | | | | | |
| 1. All expenses claimed must be in accordance with current procedures and policies 2. All receipts should be attached with each claim | | | | | | | | | |
| ***TRAVEL*** | | | | | | | | | |
| **CAR** | | | | | | | | | |
| **Date** | **Start**  **Postcode** | **End**  **Postcode** | | | **No of Miles** | **Details** | | **Cost**  **(@ 40p/mile)** | |
| **/  /** |  |  | | |  |  | | **£0.00** | |
| **/  /** |  |  | | |  |  | | **£0.00** | |
| **/  /** |  |  | | |  |  | | **£0.00** | |
| **/  /** |  |  | | |  |  | | **£0.00** | |
| **/  /** |  |  | | |  |  | | **£0.00** | |
| **/  /** |  |  | | |  |  | | **£0.00** | |
| **/  /** |  |  | | |  |  | | **£0.00** | |
| ***Sub Total*** | | | | | | | | **£0.00** | |
| **RAIL** | | | | | | | | | |
| **Date** | **Departure Station** | | **Arrival Station** | | | **Details** | | | **Cost** |
| **/  /** |  | |  | | |  | | |  |
| **/  /** |  | |  | | |  | | |  |
| **/  /** |  | |  | | |  | | |  |
| ***Sub Total*** | | | | | | | | | **£0.00** |
| **AIR** | | | | | | | | | |
| **Date** | **Departure Airport** | | | **Arrival Airport** | | | **Details (Flight Number)** | | **Cost** |
| **/  /** |  | | |  | | |  | |  |
| **/  /** |  | | |  | | |  | |  |
| **/  /** |  | | |  | | |  | |  |
| ***Sub Total*** | | | | | | | | | **£0.00** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***ACCOMMODATION*** | | | | |
| **Check-in**  **Date** | **Check-out**  **Date** | **No of Nights** | **Details** | **Cost** |
| **/  /** | **/  /** |  |  |  |
| **/  /** | **/  /** |  |  |  |
| **/  /** | **/  /** |  |  |  |
| ***Sub Total*** | | | | **£0.00** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***SUBSISTENCE*** | | | | | | | | | | | | |
| **Date** | | **Allowance** | | |  | | | | | | **Cost** | |
| **/  /** | |  | | | ***(£5 for 5 hours,£10 for 10 Hours, £25 for 15 hours)*** | | | | | |  | |
| **/  /** | |  | | |  | |
| **/  /** | |  | | |  | |
| ***Sub Total*** | | | | | | | | | | | **£0.00** | |
| ***OTHER EXPENSES*** | | | | | | | | | | | | |
| **Date** | | | **Details** | | | | | | | | | **Cost** |
| **/  /** | | |  | | | | | | | | |  |
| **/  /** | | |  | | | | | | | | |  |
| **/  /** | | |  | | | | | | | | |  |
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| **/  /** | | |  | | | | | | | | |  |
| ***Sub Total*** | | | | | | | | | | | | **£0.00** |
| **TOTAL CLAIM** | | | | | | | | | | **£0.00** | | |
|  | | | | | | | | | |  | | |
| *I certify that the details on this form are an accurate record of expenses I have incurred on behalf of Perth City Swim Club*  *(Please ⌧)* | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Signature** |  | | | | | | **Date** | | **/  /** | | | |
|  | | | | | | | | | | | | |
| ***APPROVAL*** | | | | | | | | | | | | |
| ***COMMITTEE MEMBER NAME*** | | | |  | | | | | | | | |
| ***SIGNATURE*** | | | |  | | ***DATE*** | | ***/  /*** | | | | |

**Completed form should preferably be emailed (incl. scans of receipts) to** [**treasurer@perthcityswimclub.com**](mailto:treasurer@perthcityswimclub.com) **or hard copies to Club Box at Perth Leisure Pool.**