



Kingston Royals Swimming Club

Expenses Claim Form (Officials)

Expenses Forms can be submitted by e-mail to the Promoter: sallyanne.hawley@kingstonroyals.co.uk

Please complete in BLOCK CAPITALS	Date of Claim:
Name:	Event:
Address:	Location:
	Travel From:
Postcode:	Travel To:
Phone:	Date:
Note: • Claims should only be made for essential journeys undertaken whilst performing duties exclusively on behalf of Kingston Royals Swimming Club. • Where people travel together in the same vehicle, only one claim for travel can be made. • Officials who attend an event for training or mentoring only, may not claim travel expenses. • Expenses cannot be claimed where an Official has a child/children swimming at the meet. • Officials can claim up to 45p per mile. The amount claimed must be specified by the individual. • All individuals claiming travelling expenses are responsible for declaring income on expenses to H M Customs & Revenue. Kingston Royals will accept no responsibility for declaring payments on behalf of those making claims. • All expenses claimed must be in accordance with Swim England Expenses Policy. • Receipts must be attached. • Claims must be made within 28 days. Failure to complete this claim form correctly may result in delayed payment.	
TRAVEL	Expense in £
Private Car (miles @ 45p per mile)	
Rail	
Public Transport	
Taxi	
Other items	
TOTAL	
Your Signature:	
Approved (Treasurer):	Date Paid: