

# EXPENSES reimbursement claim form

PLEASE HELP THE SPORT BY KEEPING EXPENSE CLAIMS TO A MINIMUM

ALL EXPENSES PAID ELECTRONICALLY BY DIRECT BANK TRANSFER

<b>EVENT:</b>		<b>DATE:</b>	
Event location		<b>EVENT</b> postcode	
<b>YOUR NAME:</b>		<b>HOME</b> postcode	
<b>Your Role</b>			
<b>Your email address</b>			
Role of passenger(s) <i>if applicable</i>			

<b>EXPENSES:</b>	Maximum of 300 miles per event, reimbursed at 30p/mile +5p / volunteer passenger				
<b>MILEAGE</b> – Total number of miles		@		p/mile	£ claimed
<b>EVENING MEAL</b> , allowance £15.00 maximum	receipts attached <input type="checkbox"/>			£ claimed	
<b>ACCOMMODATION</b> , where approved in advance	receipts attached <input type="checkbox"/>			£ claimed	
Car <b>PARKING</b> / Bridge <b>TOLLS</b>	receipts attached <input type="checkbox"/>			£ claimed	
<b>RAIL/COACH/TAXI</b> – where approved in advance	receipts attached <input type="checkbox"/>			£ claimed	
<b>ALL FEES</b> and 'payments for work' <b>MUST</b> be submitted via <b>PAYROLL</b> - contact <a href="mailto:finance@welshathletics.org">finance@welshathletics.org</a>					
<b>TOTAL AMOUNT CLAIMED</b>				<b>TOTAL £</b>	
<b>SIGNED:</b> type name if sending via email					
<b>Receipts are attached or have been sent to Welsh Athletics via email</b>					

<b>BANK DETAILS</b>	Please enter your bank details carefully to avoid delays		
<b>Name on Account</b>		<b>Bank Name</b>	
<b>Account Number</b> 8 digits		<b>Sort Code</b> 6 digits	

<b>Completed claim forms may be handed to the Meeting Manager</b>			
<b>Authorising Signature</b>		<b>BUDGET CODE</b>	
<b>Date</b>		<b>Reimburse the full amount claimed?</b>	

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## REIMBURSEMENT OF VOLUNTEER EXPENSES: ATHLETES / OFFICIALS / COACHES

*We will process your personal information to reimburse your expenses and retain this data in our accounting records. Please see our website for more information about how we protect your privacy.*

- 1) The amount payable in respect of travel from home to a point of assembly and vice versa, using public transport is based on a second-class rail fare only, plus other costs of using public transport as necessary to and from rail stations. Where possible cheap day or weekend return tickets must be obtained. All rail tickets must be attached to the claims before submitted to the office for processing.
- 2) Volunteer athletes / officials / coaches who wish to travel by car may have their travel costs reimbursed from their home or starting point of travel at the rate of 30p/mile up to 300 miles round trip per event.
- 3) Volunteer athletes / officials / coaches who wish to travel to a point of main assembly and vice versa by air do so only under exceptional circumstances and must obtain prior permission from Welsh Athletics.
- 4) Taxi fares will **not be paid**, even on production of a receipt, unless by prior written agreement.
- 5) Meal allowances are paid at the discretion of the Meeting Manager / Team Manager.  
*maximum of £15 / evening meal is reimbursable, itemised receipts must be attached to the claim form.*
- 6) Overnight accommodation **must** be approved **in advance** by the Meeting Manager/ Team Manager.
- 7) Where team / group transport is provided, volunteer athletes / officials/ coaches must make use of this.  
**No claims for travel will be met unless this practice is observed.**
- 8) Please complete expenses claim forms on the day of the competition and return to the Meeting Manager / Team Manager. Full itemised receipts for each item claimed must be attached to the claim form.
- 9) We aim to reimburse as promptly as possible and within 25 days following receipt of a fully completed claim form with supporting receipts.
- 10) Payments will be referenced 'Welsh Athletics' on your bank statement and remittances are NOT sent.
- 11) IT IS YOUR RESPONSIBILITY TO PROVIDE ACCURATE BANK DETAILS FOR EACH CLAIM SUBMITTED

**Thank you for your continued support of Athletics in Wales.**