

SUSSEX COUNTY AMATEUR SWIMMING ASSOCIATION

(Founded 1895)



Expenses Claim Form

Please complete in BLOCK CAPITALS

Name of claimant:	Date of Claim:
Address:	Event / Reason for Claim
	Location:
	Travel From:
Postcode:	Travel To:
Phone:	Date:

Please refer to the Sussex County ASA Expenses Policy Document before completing this form – you can download this form from the website at: <http://www.sussexswimming.org/get-involved/>

Limitations

- All claims shall be made within 28 days of the expenditure/event. The County reserves the right to refuse to pay claims submitted after this period.
- Where people travel together in the same vehicle, only one claim for the travel can be made.
- Persons who live outside the County may only claim for that part of the journey made inside the County unless an exception has been agreed before the event/meeting.
- When a claim relates to travel outside of the County, the expenditure must be pre- authorised by the Discipline Secretary, Chairman or Treasurer.

TRAVEL	Account Code	Expense £
Private vehicle - petrol, hybrid or diesel (@ 45p per mile)	10060	
Electric vehicle (@20p per mile)	10060	
TOTAL		

Claimants signature:	
Authorisation signature:	Date:

Expenses are paid using bank transfer. Please make sure you have provided your bank details in the space provided on the reverse of this form.

Version – November 2022

Affiliated to the ASA and ASA Southeast Region

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AMATEUR SWIMMING ASSOCIATION**
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Bank payment details			
Name of Account			
Name of Bank			
Account Number			
Sort code			