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**EXPENSES CLAIM FORM**

**Non-staff – Officials - Events**

|  |  |
| --- | --- |
| Claimant name |  |
| Address |  |
| Post code |  |
| E-mail address |  |

By providing an E-mail address it will enable UKA to send electronic notification of payment.

## To be completed in accordance with the UKA Expenses Policy effective from [June 2017].

## Please use block capitals where appropriate.

Receipts are to be provided to support each element of the claim

**I certify that:**

1. All the particulars set out by me on the reverse of this form are correct and that the mileage covered in each case was necessary for the fulfilment of my duties.
2. In all cases, where expenditure has been claimed it has been incurred.
3. Where my private vehicle has been used it is insured so to do and has a valid MOT Certificate.
4. My BACS details as currently held by the finance team are correct (if not please amend below)\*
5. Claim forms will not be processed unless signed by the claimant and an Authorised Signatory from UKA.

|  |  |  |
| --- | --- | --- |
| Claimant | **Signed:** |  |
| **Date:** |  |
| **Name:** (block capitals) |  |

|  |  |  |
| --- | --- | --- |
| **UKA Signatory** | **Signed:** |  |
| **Date:** |  |
| **Name:**(block capitals) |  |

**PAYMENT METHOD: BACS -** All approved payments are made by BACS. Please note that payments are made by The Jockey Club Services on behalf of UKA. Remittance advise will be sent directly from thejockeyclub.co.uk

Please enter your bank details:

|  |  |  |  |
| --- | --- | --- | --- |
| **Bank Name:**  |  | **Account in Name of:**  |  |
| **Account Number:** |  | **Sort Code:** |  |

**Please return this form signed and fully completed to your UKA contact at**:

Uk Athletics ltd, athletics HOUSE, ALEXANDER STADIUM, WALSALL ROAD, PERRY BARR, BIRMINGHAM B42 2BE

**Please note that incomplete forms will be returned which**

**may delay payment**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** |  | EXPENSE CODE(select from list below) | **Individual Mileage** **(Maximum 600 miles)** | **Total £** | **Car Share Mileage** **(Maximum 600 miles)** | **Total £** | **Name of Passengers** | **Total** **(exc VAT) £**  | **VAT £** |
| **Event/location** | Up to 300 miles (40p) | Over 300 miles (20p) | Up to 300 miles (45p) | Over 300 miles (25p) |
|  20/02/2021 | Indoor Section Series (Lee Valley) |  4119 |   |   |  |   |   |  |   |  |   |
|   | Food Allowance  |  4130 |   |   |  |   |   |  |   |  |   |
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| **Meeting Managers Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Applicable to Technical Officials expense claims only |  |  |  |  |  |  |  |  | **Grand Total** | **£** | **£** |

To be completed by UKA only

|  |  |
| --- | --- |
| **Business Area** | **TOF** |
| **Project Code (TV Events only)** | **T005** |
| **Cost Centre** | **7220** |
| **Claimant type (please circle)**  | Athlete 002 | Contractor or Consultant 003 | Volunteer 004 |

Mileage Rates

Off/Vol/ Athl £xx per mile

Expense codes

Food and Drink 4130

Parking 4111

Toll 4112

Train 4113

Tube 4114

Taxi 4115

Bus 4116

Other Travel 4119

Other 4131