Officials Expenses Claim Form

\*\*\* This form to be used where **scottish**athleticswill reimburse individual officials \*\*\*

\*\*\*Please read the notes overleaf before completing\*\*\*

**Event** .............................................................................. **Date**: .............................................

**Name:**  **Tel. No:**

**Address:**

**Email Address:**

**Mileage Expenses**: **Car Registration** :

|  |
| --- |
| Name of Passenger: |
|  |
|  |
|  |

\*\*\* Mileage rates: without passenger 25p per mile with passenger 30p per mile.

Details of Journey

From:........................................... To:...............................................................

Total number of miles for RETURN JOURNEY \_\_\_\_\_\_\_ @ \_\_\_\_\_ per mile TOTAL MILEAGE EXPENSES: **£**

Rail Fares (Single/Return) 2nd Class

From:.............................................. To:.................................................................

Bus Fares (Single/Return) 2nd Class

From:.............................................. To:.................................................................

 TOTAL TRAVEL EXPENSES: **£**

**Other Expenses: See note on reverse for details on claiming accommodation**

Date Details Cost

Have you attached fuel and other receipts?

**Bank Details**  **Total Expense Claim**: **£**

**Account in the name of** **Bank Name Account Number Sort Code**

**Signature of Claimant** …….............………………........………………………D**ate**:....................................

**Approved** ………………………............. **Date** …………………………… **Code** .............................

PAYMENT OF EXPENSES

NOTES FOR ALL OFFICIALS

In order that officials can be clear what constitutes allowable expenses when they are associated with events, scottishathletics Ltd has drawn up the following conditions which are for general guidance:-

1. The amount payable in respect of travel from home to the venue of the event, or a point of main assembly, and return, is based on a SECOND CLASS RAIL FARE plus any other costs incurred travelling by public transport to or between Rail Stations. Where at all possible CHEAP DAY TICKETS should be used. ONLY WITH PRIOR APPROVAL MAY TAXIS BE USED.
2. Where travel by public transport is not practical Officials should travel by car, but should, where-ever possible, travel with other persons invited to officiate at the event. The event/duty of such other persons should be quoted on the form. In such cases an allowance will be paid at the rate of 25p per mile. Plus an additional 5p per mile if any other person(s) who are directly connected with officiating at the event, are carried.

THIS DOES NOT INCLUDE ATHLETES COMPETING IN A CHAMPIONSHIP BEING TRANSPORTED BY AN OFFICIAL OR A NON OFFICIAL TRANSPORTING AN OFFICIAL.

1. If an official has to travel more than 300 miles round trip to the event venue ONE NIGHT’s accommodation allowance (up to £30 per person) can be claimed. However if you require accommodation at any point over the weekend, authorisation should be sought from the Events Manager prior to booking (0131 539 7344) or email alasdhair.love@scottishathletics.org.uk . Please note an OFFICIAL VAT RECEIPT MUST BE PRODUCED.
2. All other costs must be approved by the Events Manager prior to a claim being submitted. The Events Manager will in turn liaise with the appropriate Commission Treasurer to verify the claim. Payment of any such claims will be made as soon as possible after they are submitted.
3. ALL CLAIMS MUST BE LODGED ON AN OFFICIAL CLAIM FORM ISSUED BY SCOTTISH ATHLETICS LTD.