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|  | | **Date of event:** |  |
| **Name:** |  | **Email:** |  |
| **Address:** |  | | |
|  |  | **Postcode:** |  |

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| **Expenses will be paid directly into your bank** |

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| **\*My bank details are as follows** | | | |
| **Account Name** |  | **Account Number** |  |
| **Branch Address** |  | **Bank Sort Code** |  |

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| --- | --- | --- | --- |
| **Category** | **Gross Value**  (From next page) | **Contribution**  (Treasurer to complete) | **Reimbursement**  (Cheque / BACS amount) |
| **Wales Based Tournaments** |  |  |  |
| **Miscellaneous** |  |  |  |
| **Total** |  |  |  |

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| **Date** | **Details** | **Capacity** | **Men /Women** | **Level (Senior etc.)** | **Mileage** | **Sustenance** | **Accommodation** | **Miscellaneous** |
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| Total |  |  |  |  |  |  |  |  |

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| **Claimant Signature** |  | **Date** |  |
| **WHUA Signature** |  | **Date** |  |

**NB: 1.** Receipts must be attached wherever appropriate **2.** Mileage is claimed at 20p per mile and 4p per mile for each official passenger

**3.** Claim elements of expense (e.g. mileage) on separate lines **4.** Contributions will be made towards accommodation of £50 per night for a maximum of 2 nights for all Masters’ tournaments **5.** Accommodation should only be used if absolutely necessary e.g. if distance travelled or role at tournament requires it and permission must be gained from WHUA prior to booking **6.** No expenses will be paid for any tournaments outside Wales unless agreed in advance with WHUA executive and master’s Hockey