**Welsh Hockey Umpires Association**

Travel Expenses & Subsistence Claim Form

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

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| --- | --- | --- | --- |
| **Please pay the following expenses by** | | | |
| **Cheque** |  | **Directly into my bank account\*** | Bank Account |

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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) |
| **International** |  |  |  |
| **Domestic** |  |  |  |
| **Development** |  |  |  |
| **Executive** |  |  |  |
| **Miscellaneous** |  |  |  |
| **Total** |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of event** | **What was the event and what was your role at the event?** | **Claim details**  **Flight; Train; Car; Sustenance; Accommodation etc.**  **Please attach receipts eg digital photos, pdf files, email confirmations** | **M/F** | **Level (Senior, NAG:- 21; 18; 16. Schools etc.)** | **Mileage**  **@25p**  **@27p (passenger details)** | **International** | **Domestic** | **Development** | **Executive** | **Miscellaneous** |
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| **Claimant Signature** |  | **Date** |  |
| **WHUA Signature** |  | **Date** |  |

**NB: 1.** Receipts must be attached wherever appropriate **2.** Mileage is claimed at 25p per mile and 2p per mile for each official passenger

**3.** Claim elements of expense (e.g. mileage) on separate lines **4.** Contributions will be made towards foreign expenditure at up to 50% **5.** £10 can be claimed for sustenance during events where it is not provided by the host

**6.** Refer to WHUA Expenses Policy for further details on claims.

**Please send in your expense claim within 4 weeks of the event. If you have had to pay for travel etc ahead of an event, these can be claimed immediately.**