



EXETER ROWING CLUB

Expenses Claim Form

This form is only to be used to claim re-imbursement of personal expenditure incurred whilst on club business. Please return the completed form in person to the Treasurer or via email (with scanned receipts) to tresurer@exeterrowingclub.com.

Date:	
Your Name:	

Details of Claim (all relevant invoices/receipts MUST be attached)

Purpose of journey				
Outward:	Date	From	To	
Return	Date	From	To	
	Fare Details (Train, Bus, Taxi)		£	Pence
1				
2				
3				
	Car Usage		£	Pence
		miles @ 24p per mile (first 100 miles)		
		miles @ 20p per mile (excess mileage)		
	Accommodation/Subsistence		£	Pence
1				
2				
3				
4				
	Sundry		£	Pence
1				
2				
	Carried over from overleaf			
TOTAL:				

This section to be completed by Club Treasurer

Authorised by:	Print:	Date:
	Signature:	

This section to be completed by the person collecting the cheque.

Collected by:	Print:	Amount:
	Signature:	
Cheque #	Date of collection:	Cash issued by:



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Expenses & Allowances

1. The Club will reimburse a claimant for reasonable expenditure necessarily incurred in the course of the Club's business
2. Rail fares - This should normally be second class saver ticket or an ordinary return (as appropriate).
3. Where applicable mileage will be paid based on the route available on Google maps except where agreed.

Mileage

First 100 miles of round trip	24.0p per mile
Excess mileage	20.0p per mile

Subsistence

Bed & Breakfast:	Provincial	£68.00
	London	£110.00
Breakfast (when leaving before 7.30am)		£5.00
Lunch (when away all day)		£7.00
Tea (if drinks are not provided)		£3.00
Evening meal (when returning after 8.30)		£12.00
Incidental overnight		£5.00

(Personal expenses e.g. alcoholic drinks, sweets and third party expenses are NOT allowable)

Additional Claims

	Fare Details (Train, Bus, Taxi)	£	Pence	Budget Area
4				
5				
6				
	Accommodation/Subsistence	£	Pence	Budget Area
5				
6				
7				
8				
9				
10				
	Sundry	£	Pence	Budget Area
3				
4				
5				
6				
TOTAL:				