

Swim Wales Expenses Claim Form



1. All expenses claimed must be in accordance with Swim Wales Expenses Policy
2. Receipts, showing VAT where applicable must be provided (including car park tickets)
3. Claims must be made within 28 days of event and will be processed within 28 days of the event finishing

Failure to complete this claim form correctly may result in delayed payment. Please return to: swimwales-events@swimming.org

Name:			
Date of Claim:			
Address:			
Event/Committee:			
Phone:		Email:	
Payee name:		Sort code:	
		Account No:	
Expense	Claim	Receipt Attached	(Office Use)
Private Car (@0.30p per mile)			
Total Miles:			
Travel (Please Tick one of the below)			
<i>Rail</i> <i>Air</i> <i>Taxi</i>			
Accommodation			
Subsistence / Meals			
Car Park (Not to include Airports)			
Toll Bridge			
Total Amount to be Claimed:			
Office Use Only			
Authorised By:			
Authorised Signature:			
Total Authorised Claim:			
Date:			

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Travel			
Use Google Maps to route your journey. Please include postcodes. Mileage at 30p a mile. Please note any diversions. Include any motorway or bridge tolls (receipts are required).	To	From	Mileage
Subsistence / Meals			
Detail all items. Itemised receipts must be attached.	Item		Expense
I acknowledge that by submitting an expenses claim I have read and understand the Swim Wales expenses policy			
Signed			
Date			

Office Use Only	
Department code:	
Project Code:	
Mileage:	730000
Hotel:	740200
Food:	740300
Other:	

Swim Wales is a “data controller”. This means that we are responsible for deciding how we hold and use data about you. We will only use your personal information in accordance with our Privacy Policy, which can be found at; <https://swimwales.org/key-documents>