**Expenses Claim Form**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |

If you’d like to be paid by BACS, please complete your bank details below.

|  |  |
| --- | --- |
| **Bank name** |  |
| **Name on account** |  |
| **Sort code** |  |
| **Account number** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of expense** | **Details** | **Amount** | **Receipt attached or explanation if no receipt** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total:** |  |  |

**Signature:**

**Date:**

**Identifying reimbursable expenses**

Ayrshire Tigers Powerchair Football Club will meet all reasonable expenses incurred by claimants in carrying out their duties as employees of the club. Employees shall be entitled to be reimbursed by the Club for certain out-of-pocket expenses in line with the Clients expenses policy. This does not include travel costs associated with journeys to and from the training venues.

The Club encourages employees to use public transport whenever possible and reserves the right to reimburse up to the value of the cheapest method of public transport.

Please give a brief summary of why each expense has been incurred in the table above, give details of all journeys and attach corresponding receipts. Expenses claimed without receipts will be honoured at Ayrshire Tigers Powerchair Football Club’s discretion, and may be declined.

Travel should normally take advantage of the cheapest fare as far as is possible. If use of a car is necessary i.e. to SPFA competitions, or makes sense with regard to the practicalities of the journey, you may claim at 45p per mile in line with HMRC allowances. You are entitled to claim a ‘passenger allowance’ of £0.05 per mile where another employee is carried as a passenger. You should note the name of the passenger on your claim form.

Full reimbursement will be made for car parking charges in the course of working/volunteering and will be refunded where possible. Employees are expected to identify free or low cost parking.

Taxis may be claimed for (with receipts) at your reasonable discretion. Your assistance in keeping Ayrshire Tigers Powerchair Football Club’s costs as low as possible is greatly appreciated.

**Please refer to Club’s Expenses Policy regarding claims relating to Accommodation, Subsistence and Stationary.**

**Authorised by:**

**Signature:**

**Date:**