|  |
| --- |
| **Expenses may be claimed as per the LAA expenses protocol, which also defines the current mileage rate.** **A copy of which can be found at:** [**https://www.lancashire-archery.org/expenses-protocol**](https://www.lancashire-archery.org/expenses-protocol)**Payment of expenses will be made via bank transfer to the claimants nominated account** |

***Claim Details***

|  |  |
| --- | --- |
| Claimant Name:  |  |
| Claimant Contact Number: |  |
| Reason for claim: |  | Date of Event: |  |
| Archery GB Membership No.: |  | Date of Claim:  |  |

***Account Details*** *(where expenses are to be paid)*

|  |  |
| --- | --- |
| Account Name:  |  |
| Account Number:  |  | Sort Code:  |  |

***Mileage Claims*** *(mileage is paid at the current LAA mileage rate)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Distance Miles |  | Mileage rate (pence per mile) |  | Value of Claim | **£** |

***Expenses*** *(e.g. Camping / Public Transport / Stationery / Engraving / Club claims for hosting LAA shoots)*

*all such claims should be accompanied by relevant receipts*

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Description | Claim Value £ | Receipt attached |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| **Total value of Expense Claim :** | **£** |  |

***Authorisation***

* Claims for mileage / expenses for less than £50 require no additional authorisation
* Claims for values between £50 and £100 require additional approval from 1 other LAA officer
* Claims for values greater than £100 require additional approval from 2 other LAA officers
* Expenses can be authorised by the LAA Treasurer / Chair / Secretary / President. The LAA Team Manager may provide approval for team expenses when attending LAA approved shoots.

|  |  |  |
| --- | --- | --- |
| Name: | **Treasurer** | Date:  |
| Name: | Position: | Date:  |
| Name: | Position: | Date:  |

|  |
| --- |
| **Office Use:** |