



LANCASHIRE ARCHERY ASSOCIATION

Expenses Claim Form

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>
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	£
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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:

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