



**Leicestershire and Rutland
Amateur Swimming Association**

GALA OFFICIALS AND MANAGEMENT EXPENSE CLAIM FORM

EVENT/GALA

TRAVEL FROM, AND RETURN TO, POST CODE

| | |
|---|---------------|
| CAR ¹ MILES @ p PER MILE PUBLIC TRANSPORT (PT) OTHER | EXPENSES £ |
| TOTAL | |

ITEMISED JOURNEYS

| Session No. | Car Miles | PT/Other |
|-------------|-----------|----------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |

| Session No. | Car Miles | PT/Other |
|-------------|-----------|----------|
| 9 | | |
| 10 | | |
| 11 | | |
| 12 | | |
| 13 | | |
| 14 | | |
| 15 | | |
| 16 | | |

NOTES

1. LASA expect that all Officials and Gala Management personnel will, where possible, car share
2. Officials etc travel expense claims must be in accordance with the current law, ASA recommendations, and LASA constitution
3. Gala Officials etc expenses are normally paid via BACS transfer. Payment by cheque is possible but may take longer to arrange. If this is the preferred payment route, please mark-up accordingly and write your address on the reverse side. If you believe LASA are already in possession of your account details, please only write last four digits
4. All travel expenses must be submitted within 10 working days of the date of the last session. Submissions after that period has elapsed may not be paid

NAME SE NO.

EMAIL

SIGNED DATE

GDPR information Tick the box if the information below may be retained electronically by LASA after its initial use

BANK SORT CODE ACCOUNT NO.

Pass or email, as an attachment scanned, to the Treasurer,
(treasurer@leicestershireasa.org) for payment