



**Leicestershire and Rutland
Amateur Swimming Association**

GALA OFFICIALS AND MANAGEMENT EXPENSE CLAIM FORM

EVENT/GALA

FROM TO

CAR ¹ MILES @ 45p PER MILE PUBLIC TRANSPORT (PT) OTHER	EXPENSES £ p
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 expense claims must be in accordance with the current law, S.E. 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 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 S.E. NO.

EMAIL

SIGNED DATE

GDPR information (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, John Thompson,
(treasurer@leicestershireasa.org) for payment