



**Leicestershire and Rutland
Amateur Swimming Association**

GALA OFFICIALS AND MANAGEMENT EXPENSE CLAIM FORM

EVENT/GALA

FROM/TO POSTCODE

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			

When completing this form electronically these fields will auto-fill

CAR¹ MILES @ p PER MILE

TOTAL PUBLIC TRANSPORT (PT) / TAXI

TOTAL OTHER e.g. Car Park

TOTAL EXPENSES

EXPENSES

£ p

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NOTES

- LASA expect that all Officials and Gala Management personnel will, where possible, car share
- Officials etc. expense claims must be in accordance with the current law, S.E. recommendations, and LASA constitution
- Gala Officials etc. expenses are paid via BACS transfer. Please complete you bank details below
- 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: Please confirm that the information below may be retained electronically & securely by LASA after its initial use

BANK SORT CODE ACCOUNT NO.

Pass to the Treasurer, Judy Leader, or email to treasurer@leicestershireasa.org for payment