



Leicestershire and Rutland Amateur Swimming Association

GENERAL EXPENSE CLAIM FORM

EVENT/REASON .....

FROM ..... TO .....

DATE (Departure) ..... (Return) .....

Table with columns for expense categories (TRAVEL, OTHER ITEMS, MISCELLANEOUS) and EXPENSES (£, p). Includes sub-rows for PRIVATE CAR, RAIL, PUBLIC TRANSPORT, TAXI, HOTEL, MEALS, CAR PARK, and a TOTAL row.

NOTES
1. Expenses claimed must be in accordance with current law and the current LASA constitution
2. Receipts (showing vat where applicable) must be attached wherever possible. If no receipt, the claim must be countersigned by two LASA Officers on the reverse side
3. LASA expenses are normally paid via BACS transfer or cash, if available. 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

NAME .....

EMAIL .....

SIGNED ..... DATE .....

GDPR information (The information below may be retained electronically by LASA after its initial use )

BANK SORT CODE ..... ACCOUNT NO. ....