

COUNTY OF WARWICK ARCHERY ASSOCIATION
(Affiliated To Grand National Archery Society)

EXPENSES CLAIM FORM FOR MEMBERS ON OFFICIAL BUSINESS OR TRAVEL TO SHOOT IN COUNTY MATCHES OUTSIDE WARWICKSHIRE

Please note: Members are requested to share transport when possible.

Name		Date of Event	
Address		Purpose of Trip	
Postcode		Venue - including Post Code	
Phone No			
Email			

Travel (Car Mileage)		@ 33* pence per mile	£
Number of passengers (must be on official business or competing)		@ 02 pence per mile	£
Names of passengers claiming for.		TOTAL	£
Signature of claimant:			

* Rates as accepted at CWAA Committee meeting 15th October 2015 - paragraph 3.5

All expenses must be authorised by the CWAA Chairman, Secretary or Team Manager.

All expenses claims MUST be submitted within TWO calendar months of the date that the expenses were incurred.

Authorised by		Date	
Position			

<i>To be completed by CWAA Treasurer</i>			
Expenses	PAID / REFUSED	Date	
Total Amount	£	Ch No.	

Please return completed claim form to CWAA Treasurer:

Mr R Wyton
100 Anfield Court
Russell Terrace
Leamington Spa
CV31 1HD
E mail: rogerwyton@btinternet.com