BRITISH JUDO ASSOCIATION EASTERN AREA

EXPENSE CLAIM FORM FOR VOLUNTEER OFFICIALS AT EVENTS

Name		**Membership Number**	
Address			
Email Address		**Post Code**	
Bank Account Number		**Bank Account Sort Code**	
Event		**Date of Event**	
Venue		**Duty at Event**	

Please note – all expense claims will now be paid via bank transfer
Please include your account details above

		Total Claimed (£)	Official Use Only (£)
Travel	From (post code):		
	To:		
	Car Mileage claimed: _____ Miles @ 40p		
	All mileage claims will be checked with google maps. Please add an explanation below for any additional mileage (other than home to venue):		
	Give name(s) of anyone travelling with you:		
	Other fares (air, train, bus, taxi) Receipts must be provided		
Subsistence	Dinner (Max £15/day). Receipts must be provided Note: Saturday evening only If your receipts for evening meals are joint with other volunteers, please photocopy it and highlight your items. Please then attach it to this expense claim. No refreshments on the journey to or from the event will be claimable.		
	Total Claim		

I declare that the information I have provided on this form is complete and accurate. To knowingly provide false information could result in suspension or dismissal from membership of the BJA and could result in a criminal investigation.

Signature: **Date:**

Authorised By: **Date:**

ALL CLAIMS TO BE COMPLETED AND RETURNED WITHIN 7 DAYS OF EVENT