



Oxfordshire & North Buckinghamshire Counties ASA
Affiliated to ASA South East Region

EXPENSES CLAIM FORM V3.0

Forms to be submitted via email to the County Treasurer at ONBTreasurer@gmail.com

Please complete in BLOCK CAPITALS

Your forename and surname	
Event name and date	
Your role at the event	
When claiming mileage, you must include the postcode & address details of the start and end points of each journey claimed for, together with the mileage for each.	
Your email address	
Note: 1. Claims can only be made that comply with the ONB County Expenses Policy & British Swimming Volunteers and Officials Expenses Policy on Travel. 2. Google maps are used for guidelines to travel claims for private car. If anything is unclear in the ONB County Travel Expenses Policy, please also refer to British Swimming Volunteers & Officials Expenses Policy on Travel, and Swim England Policy. Their web links are here (please note: the sites may be updated by their hosts from time to time) – British Swimming Policy and Swim England Policy. 3. Claims must be made within 28 days of the last day of the event. 4. Failure to complete this claim form correctly may result in delayed payment.	

Travel	Expense £
Private Car (miles @ 45p per mile)	
Rail	
Public Transport	
Car park	
Meals (To be agreed in advance by event budget holder)	
Other (eg hotels, To be agreed in advance by event budget holder)	
TOTAL	£

Bank Name	
Account name	
Sort Code	
Account Number	

Your Signature	
Date	



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For County Treasurer Use Only	
Event budget holder's authorisation to pay the claim	
Date claim paid via bank transfer	