

BRITISH FENCING EXPENSE CLAIM FORM (To be completed in accordance with the new expenses policy)

BRITISH FENCING FINANCE OFFICE Tel: 0208 7423032 E-Mail: finance@britishfencing.com	1 BARON'S GATE 33-35 ROTHSCHILD ROAD LONDON. W4 5HT
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FILL IN WHITE BOXES ONLY IN CAPITALS			
PERSONAL DETAILS			
Name:			
Address:			
Postcode:		Tel:	
Email:			

EVENT DETAILS			
Event:			
Date(s):		Role:	
Venue:			

EXPENSES CLAIMED			
Travel costs <i>Details must be provided overleaf</i>	Amount (£)	Nominal Code	VAT (office use)
Rail fares (including Underground)	£		
Public road fares (coach, bus etc.)	£		
Air fares	£		
Taxi fares	£		
Private car:	£		
Motorcycle:	£		
Passengers:	£		
Car parking	£		
Road / bridge tolls	£		
Hire charges & specific fuel costs	£		
Other travel	£		
<i>Sub-total</i>	£		

EXPENSES CLAIMED			
Accommodation costs <i>Receipts must be attached</i>	Amount (£)	Nominal Code	VAT (office use)
Hotel room & breakfast costs	£		
<i>Sub-total</i>	£		
Subsistence costs <i>Receipts must be attached</i>	Amount (£)	Nominal Code	VAT (office use)
Lunch:	£		
Dinner:	£		
Travel: <i>details must be provided overleaf</i>	£		
<i>Sub-total</i>	£		
Other Items	Amount (£)	Nominal Code	VAT (office use)
	£		
	£		
	£		
	£		
	£		
	£		
<i>Sub-total</i>	£		
<i>Total Claimed</i>	£		

AUTHORISATION			
Claimant's Signature*		Date	
Sign off 1		Date	
Budget Holder Signature		Date	
Budget		Code	

** Forms received electronically by the claimant are deemed to have been signed.*

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<i>TRAVEL DETAILS</i>							
Date (dd/mm/yy)	From (inc. postcode)	To (inc. postcode)	Mode of Transport	Private Mileage	Journey Start Time	Journey End Time	Subsistence Costs Claimed
							£
							£
							£
							£
							£
							£
							£
							£
							£
							£
							£
							£
<i>Total Private Mileage</i>					<i>Total Travel Subsistence Costs</i>		£