



Leicestershire & Rutland County Archery Association Expenses Claim Form

Claimant name:

Date of claim:

Item:	Cost (ex. VAT)/£:	VAT/£:	Total/£:

Ensure invoices/receipts are attached.

Travelling expenses:

Purpose For Mileage Claim:	Departure Postcode:	Destination Postcode:	Vehicle Type (Car/Motorcycle/Bicycle):	Total mileage:

Mileage claims will be processed in accordance with the vehicle type and Government approved mileage rates at the date of the claim. LRCAA will calculate this for you.

Claimant bank account details for BACS transfers:

Claimant sign & date:

To be completed by LRCAA:

Mileage claim value (if applicable):

Sign & date (LRCAA Treasurer):