



# Thurso Amateur Swimming Club

## Expenses Claim Form



TASC aim to subsidise its members up to a maximum limit of 50% of costs incurred in connection with travel and/or accommodation for the purposes of representing TASC at competitions, etc. Claims will be calculated on the basis of the most economical mode of transport, in most instances this will equate to a mileage charge at the rate advised. If you are unsure of how to calculate costs, please contact the Treasurer in the initial instance.

Accommodation costs will be capped at a maximum of £50 per night – any such claim must be supported by the appropriate hotel receipt.

<b>NAME OF CLAIMANT</b>			
<b>ADDRESS</b>			
<b>Details of Trip/ Reason for Claim</b>			
<b>EXPENSE DETAILS</b>			
<b>MILEAGE</b>	Rate 0.19p... per mile	.....	<b><u>Amount</u></b>
<b>Other: Please Detail and Attach Receipts</b>			<b><u>Amount</u></b>
<b>Total Value Of Claim</b>			
<b>Date:</b>	<b>Signature of Claimant</b>		
<b>For Treasurer's Use:</b>		<b>Signed</b>	
<b>Paid Cheque No</b>		<b>Date:</b>	

**Please return to Treasurer or leave in docket at swimming pool no later than two weeks after date of claim.**