


EXPENSE CLAIM FORM - THE INLAND WATERWAYS ASSOCIATION

Name:		Office or Committee:			Date:		
Date	Details of Claim, travel from / to, nature of business, etc.	Mileage rate	Car Miles	Amount Claimed	Bookkeeping Code		
<p>I certify that all these expenses were wholly and exclusively incurred for the business of The Inland Waterways Association. I further certify that for any claim in respect of use of a motor vehicle, other than one owned by the company, I am able to produce on request a valid and up-to-date driving licence, valid insurance and a current MOT Certificate (where required).</p> <p>Signed:</p>		Mileage claim rate	0	£ -			
		TOTAL OF CLAIM			£ -	See over/below for guidance	
		Please return this form to the relevant expense authoriser/budget holder.				 INLAND WATERWAYS ASSOCIATION	
		Payment Authorisation					
		Budget Holder:				<p>Please enter Engine size of vehicle and type of fuel used for VAT reclaim purposes</p> <p>ENGINE SIZE.....Petrol/Diesel</p>	
		Head Office checks:					
PLEASE ENSURE ALL RECEIPTS INCLUDING FUEL VAT RECEIPTS ARE STAPLED TO THE BACK OF THE FORM.							

EXPENSES

Reasonable out-of-pocket expenses are offered by the Association.

For a full details of IWA's expenses policy, please read the **full guidance note** at:

https://waterways.org.uk/volunteer_hub/downloads/admin-essentials/expenses

Travel Costs:

Where possible please endeavour to find the most cost effective way of travelling including using public transport or hiring a vehicle

Mileage rates from 1st January 2018:

Motors Cars

Maximum per mile for all engine sizes	33p
Petrol only rate	16p
Diesel only rate	13p

The mileage rates set by the Association are intended to cover fuel and other running costs.

Where claimants are in the position either to waive their claim or to recover expenditure at less than maximum rates, their additional contribution is recognised and much appreciated.

If you are unclear who the relevant budget holder (i.e. who can approve payment of your expense) is, the please contact the finance team for clarification.

Once authorised

please send your completed form to:

Finance Team, The Inland Waterway Association, Unit 16B, Chiltern Court, Asheridge Road, Chesham, Bucks, HP5 2PX

Tel: 01494 783453

NEW CLAIMANT

If you are a new claimant please can you complete the section below, so we can correct record your details and make payment by electronic transfer:

Surname:

First Name:

HOME ADDRESS

Address Line 1

Address Line 2

Town:

County:

Postcode:

Email Address:

BANK DETAILS

Bank Name:

Account Name:

Account Number:

Sort code: