

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, Hardy House, Northbridge Road, Berkhamsted, HP4 1EF

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: