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| **TRAVEL EXPENSES CLAIM FORM** |

Please review the eligibility information below before completing the form to claim for any travel expenses

Eligibility –

1. Travel expenses can only be claimed for travel to AWAY games unless specifically agreed with the Chairman.
2. Travel expenses cannot be claimed for travel to training.
3. To be eligible to claim travel expenses to a game you must have taken at least 2 other players to the game.

For eligible journeys we will reimburse members at the rate of £0.25p/mile. Mileage to be calculated from the Sports Club (Using postcode WS13 7FA) to the pitch where the game is played.

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| NAME |  | EMAIL |  |

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| SORT CODE |  | BANK ACCOUNT |  |

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| DATE | | TEAM | OPPOSITION | PITCH POSTCODE | NAME OF PLAYERS TRANSPORTED | TOTAL MILES |
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| £0.25p/mile | | | | | TOTAL MILES CLAIMED | miles |
| TOTAL CLAIMED | £ |
| Signed |  | | | | | |

*Please sign, or add an electronic signature, to confirm the accuracy of this claim*

Please email the completed form to [treasurer@lichfieldhockeyclub.co.uk](mailto:treasurer@lichfieldhockeyclub.co.uk) or give a completed hard copy to Neal Critchley (Chairman). Once claims forms have been received, we will endeavour to make payments within 2 weeks.