



EXPENSE CLAIM FORM (NON-STAFF)

Claimant's Name: .....

Claimant's Membership No: .....

Discipline (circle): MAG / WAG / RG / TRA&TUM / ACRO / AERO / TGYM / DISABILITIES / OTHER

Name of Event: .....

Venue: ..... Date of Event: .....

Date	Details Of Claim: Please read reverse side for guidance	No. of miles	Amount Claimed	
			£	P
<b>Total Claim :</b>			£	

Name of Organiser: .....

Approved By: .....

For Office Use Only:	PO Number:
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## Expense Claim Information

1. All expenses are paid electronically by BACs. If this is the first time you have claimed expenses from British Gymnastics, it is necessary for this form to be accompanied by a "New Supplier Form", containing your bank details. This form can be found on the BG website under the [coaches tab, volunteers in document downloads](#)
2. All claims must be submitted within one month of the date of the event and any claims rendered for payment after this time has elapsed will not be paid, except in extenuating circumstances.
3. All claims must be accompanied by VAT receipts.
4. Travel Claims
  - Train - 2nd Class
  - Bus Fares
  - Car - cost of petrol can be claimed at 28p per mile. Claimants claiming petrol are asked to carry other official passengers where possible.
  - Overnight accommodation and meals not arranged through the Events department will only be allowed in exceptional circumstances and when fully approved and justified by the TC Chairman. Receipted, itemised VAT bills for accommodation and/or meals must be provided. Alcoholic drinks are not claimable.
4. Invoice / Bills for sundry purchases which bear VAT should be enclosed.
5. Only in exceptional circumstances will the regulations governing allowable expenses be waived, but in such circumstances the claimant will be asked for justification in writing. In all other instances the above regulations will be strictly adhered to and payments made accordingly. Guidelines for claiming expenses can be found on the BG website under the [coaches tab, volunteers in document downloads](#)

### **Please Return this Form to:**

Events Department  
British Gymnastics  
Ford Hall  
Lilleshall National Sports Centre  
Newport  
Shropshire  
TF10 9NB  
Tel: 0845 1297 129 extn 2396  
Email: [events@british-gymnastics.org](mailto:events@british-gymnastics.org)