**Referee Exchange Expenses Claim Form**

Please complete Sections 1 and 2 and return to the Assistant Secretary (Exchanges).

**Section 1 - Claimant details**

|  |  |
| --- | --- |
| Name: |  |
| E-mail: |  |

|  |  |
| --- | --- |
| Match: | v |
| Date: |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Appointed by: | Premier | |  | | | Region | | |  | |
| Total Mileage: |  | | | | | | | | | |
| Mileage Claim: | £ | | | | | | | | | |
| Car used | Petrol |  | | | Diesel | | | | | |
| Engine size | 1400 cc or less |  | | 1401-2000 cc | | |  | Over 2000 cc | |  |
| Passengers: |  | | | | | | | | | |
| Train Journey: | From | | | | | To | | | | |
| Standard Fare: | £ | | | | | | | | | |
| Other Expenses: | £ | | | | | | | | | |
| Total Claim: | £ | | | | | | | | | |

**Section 2 – Bank details**

|  |  |
| --- | --- |
| Account Name: |  |
| Sort Code: |  |
| Account Number: |  |

**Section 3 - Authorisation**

|  |  |  |
| --- | --- | --- |
| Authorised by: |  | Assistant Secretary (Exchanges) |

**Notes**

Where referees travel together in one car, the standard reimbursement is 45p per mile. Where referees travel individually by car, the standard reimbursement is 45p per mile for the first 100 miles each way (200 in total) and 10p per mile for the remainder. Where referees use public transport, the standard reimbursement is the cost of standard class public transport plus, exceptionally, any necessary taxi fares.

One night’s overnight accommodation will be provided when the driving journey time (one way) exceeds 3.5 hours (using reasonable route provided by Google Maps). The maximum claim for overnight accommodation is £100 including VAT. Details must be agreed with the Assistant Secretary (Exchanges) in advance.

Claims for mileage and accommodation must be supported by a valid VAT invoice covering the **total** amount of the claim. Claims without a VAT receipt for the total amount will be reduced by the VAT element.

Claims must be submitted within two weeks of the exchange.