**Referee Excess Expenses Claim Form**

Please complete the Sections 1 and 2 and return to the Premier Manager/Regional Manager as appropriate.

**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 | |  |
| Train Journey: | From | | | | To | | | | | |
| Standard Fare: | £ | | | | | | | | | |
| Amount Claimed from Home Club: |  | | | | | | | | | |
| Total Claim: |  | | | | | | | | | |

**Section 2 – Bank details**

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

**Section 3 - Authorisation**

|  |  |  |
| --- | --- | --- |
| Authorised by: |  | Premier Manager/  Regional Manager |

**Notes**

Full details can be found on page [ ] of the handbook.

When expenses exceed £40, a maximum of £40 may be claimed from the home club, with the exception of certain schools fixtures in the west and south-west of England. The excess is claimed from the society.

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 twice a season.