

CLAIM FOR TRAVELLING EXPENSES - BRANCH STANDARD BEARER TO A NATIONAL EVENT

Ser	Details	For completion by claimant and authoriser	
1	Name of Standard Bearer		
2	Branch		
3	National Event attended		
4	Date of attendance		
5	Expenses claimed:		
a.	Rail or Coach Fare. <i>Notes 3 & 6</i>		
b.	Motor Mileage @ 25p per mile <i>Note 7</i>	Vehicle Reg Number >	
		Return Miles >	
		x 25p = £	
c.	Bus/Taxi Fares. <i>Note 6</i>		
6	Total Claimed		
7	Bank Payment Details		
a.	Name of Bank		
b.	Name of Account		
c.	Account Number		
d.	Bank Sort Code		
8	Claimants Declaration	I declare that the information on this form is correct and that the allowances claimed are to reimburse me for expenditure made by me in attending the National Event specified.	
9	Claimants Signature >		
10	Signature of Authorising Branch Official >		
11	Appointment of Branch Official >		
12	Print Surname >		

Please Read These Notes

1. Branch Standard Bearers may claim travel expenses for all National Events each year. National Events are listed in the HQ Circular.
2. Competitors at the National Standard Bearers Competition may also claim reasonable expenses to cover Travel and Subsistence.
3. When travelling by rail or coach, expenses are limited to the cheapest available rail or coach fare plus travel to/from the station.
4. Standard Bearers may claim Motor Mileage Allowance (MMA) if they use their own cars for travel. The current rate is 25p per mile.
5. Claims for the current year must be received at HQ REA by 30th November.
6. Except for MMA claims, all claims must be supported and accompanied by a valid receipt.
7. MMA claims for attendance at a National Event will be verified with the REA Captain of Standards or National Event organiser.
8. All claims must be scrutinised and authorised by a branch official.
9. All claims will be scrutinised by HQ REA.
10. Claims can only be paid by online bank transfer.

Official Use Only		
Activity %		Budget Line
E=100%	£	254295
Signature/Date		