

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 @ 30p per mile <i>Note 7</i>	Vehicle Reg Number >	
		Return Miles >	
		x 30p = £	
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 Branch Official Surname >		

Please Read These Notes

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

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