|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **TRAVEL AND EXPENSES CLAIM FORM** | | | | | | |  |
|  | | | | | | |  |
| Name | |  | | | | | | |
| Address | |  | | | | | | |
| Tel No. | |  | | | | | | |
| Bank Details  (for BACS payments) | | Sort Code : | | Account No. : | | | Account Name : | |
| Email Address  (for Remittance Advice) | |  | | | | | | |
|  | |  | | | | | | |
| **Visit details**  (PLEASE COMPLETE IN FULL) | | **Date** | Venue | | Title of Event or Project & Name of Organiser | | | |
|  |  | |  | | | |
|  | |  | | | | | | |
| **Total Mileage**  (current mileage rate is 45p/mile) | |  | | | | £ | | |
|  | |  | | | | | | |
| **Other Travel Costs**  i.e. public transport, parking etc. (please enclose receipts) | |  | | | |  | | |
|  | |  | | | | | | |
| **Details of Other Expenditure**  (please enclose receipts) | |  | | | | £ | | |
|  | |  | | | |  | | |
| **Total Claim** | |  | | | | £ | | |
|  | | | | | | | | |
| I certify that the above expenses have been actually and necessarily disbursed by me solely on the business of Youth Sport Trust    Signature :  Date : | | | | | | | | |