

# Match Officials Expense Form



OFFICIALS DETAILS														
FIRST NAME								SURNAME						
ADDRESS														
								POSTCODE						
EVENT DETAILS														
Event Name								VENUE						
DATE														
APPOINTED AS: (please circle)				REFEREE/TABLE OFFICIAL/STATISTICIANS/OTHER										
COST DETAILS														
Travel from (address & post code)								Travel to						
Car mileage				miles				@ 35 pence per mile				£		
Company car mileage				miles				@ 18 pence per mile				£		
By Train (Receipts must be provided for train ticket claims)							Total ticket cost				£			
Number of Matches								Total Match Fee				£		
Other claims please detail														
BACS Details		Sort Code						Account Number						
N.B Please read the notes overleaf carefully ensuring that the claim given is the correct amount.								TOTAL CLAIM				£		
I certify that the above is a correct record of the expenses actually incurred by me. I understand that all claims must be received by Basketball England no later than 7 days after the event for payment to be made.														
SIGNED										DATE				

This income is not taxed at source. It is my responsibility to make my own arrangements with my tax office regarding any payments received from Basketball England.