EXPENSES CLAIM FORM for GBS TECHNICAL DELEGATES

To be handed to the Organisers before departure.
Payment may be in cash, by cheque or by bank transfer as agreed.

EVENT	PLACE
NAME OF TD	EMAIL ADDRESS
DATE OF ARRIVAL	DATE OF DEPARTURE
DAILY ALLOWANCE NUMBER OF DAYS X £100	AMOUNT £
SUBSITANCE EXPENSES (Accommodation, Food etc.) (Please detail overleaf and attach receipts)	AMOUNT £
TRAVEL EXPENSES BY CAR / TRAIN / AIR (Please detail overleaf and attach receipts)	AMOUNT £
PAYMENT CHEQUE / CASH / BANK TRANSFER Details for BACS Transfer: BANK SORT CODE ACC.NO.	**TOTAL CLAIM** **£**
SIGNATURE	DATE

BCR/BACR art. 602.5 Expense Accounts
The TD has a right to reimbursement for travel expenses up to a maximum of £545 (mileage will be calculated at the current HMRC rate (45p)), unless otherwise agreed by the ROC, as well as free accommodation and meals during the assignment. This rule also applies to agreed inspections, as well as the competition. The expenses of the TD must be included in the organisational budget for the event and may be paid directly by the organisers or by the providing CG through an enhanced calendar fee.
In addition a fixed daily rate of £100, is added for the travel days to and from, as well as each day of the assignment.

EXPENSES CLAIM FORM for GBS TECHNICAL DELEGATES

Subsistence Receipts:

	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
Total	£

Travel Receipts

	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
Total	£

Note. Wherever possible please provide VAT receipts.