**BBN EXPENSES CLAIM FORM**

Initially, the scheme will only apply to:

* Travel to and from marshalling (whether a member or not) for BBN challenge events where the Group makes a charge for entrants to take part. It would also include travel for those supporting marshals’ events and any travel undertaken during the event day itself, such as when delivering goods to and from checkpoints, putting up / taking down signs, rescuing entrants and so on. It would exclude travel for event recce-ing, any other route planning trips or meetings or food shopping trips.
* Travel to and from marshalling at a BBN checkpoint on the LDWA 100 main event or supporting the marshals’ event.

There will only be a contribution offered towards travelling costs (by car, motorbike, train, bus or air) at a mileage rate of 30p/mile, up to a maximum of £25. In the case of a shared car, the contribution is ‘per car’, not ‘per person’.

C*laims must be made within one month of the event but no receipts are required.
Claims will be kept confidential. Mileage claims may be checked for accuracy.*

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| --- | --- |
| **NAME**  |    |
| **EVENT**  |    |
| **AMOUNT CLAIMED**  |    |
| **DETAILS OF CLAIM** **MILEAGE/JOURNEY DETAILS**  |   |
| **BANK ACCOUNT NAME**  |   |
| **BANK SORTING CODE**  |   |
| **BANK ACCOUNT NUMBER**  |   |

**PLEASE EMAIL COMPLETED FORM TO:
bbn.treasurer@ldwa.org.uk**