Norfolk and Suffolk Group LDWA

Expenses claim form

Guidelines for Making an Expense Claim

Submission: claims should be submitted to the Treasurer **no later than three weeks** after the relative event or expense. Please note that any claim received after the end of the financial year (31st December) in which the expense occurred may be disregarded.

Settlement: claims are settled as quickly as possible and payment is made electronically, so please provide your bank details on the claim form, and advise if they have changed since your last claim.

Please write clearly and ensure that all information given is correct, especially your bank details, as no liability can be accepted for incorrect information.

Receipts: Receipts (or scans if using email) should always accompany claims except where none are available, e.g. car travel.

Travel by Car: mileage rate is 30p per mile.

Please submit your claim together with receipts (if applicable), either by post, email or in person to:

Jon Inett, Treasurer - Norfolk and Suffolk Group LDWA

Address - 13 Mallow Close, Attleborough, Norfolk, NR17 1XZ

Email - treasurer.norfolkandsuffolk@ldwa.org.uk / jon1965@runbox.com

Expenses/ event details:	Date of Expense:

Details of claim:	£	p
Total amount claimed:		

Please settle my claim for LDWA expenses to my account as detailed below - UK accounts only

Signature:	Date of claim:	Sort code:
Email:		Account no:
Name:		New details since last claim? Yes / No
Address:		For office use
		Date paid:
Postcode:		Accounts code: