**MATCH OFFICIALS’ EXPENSE FORM**

 

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| **OFFICIAL’S DETAILS** |
| **FIRST NAME** |  | **SURNAME** |  |
| **ADDRESS** |  |
|  | **POSTCODE** |  |
| **MATCH DETAILS** |
| **MATCH NO.** |  | **VENUE** |  |
| **DATE** |  | **TIME** |  |
| **APPOINTED AS:****(please circle)** | REFEREE/TABLE OFFICIAL/STATISTICIAN/OTHER |
| **COST DETAILS** |
| **Travel from** |  | **Travel to** |  |
| **Car mileage** |  | **miles** | **@ 45 pence per mile** | **£** |  |
| **Company car mileage** |  | **miles** | **@ 18 pence per mile** | **£** |  |
| **By Public Transport (Receipts must be provided for ticket claims)** | **Total ticket cost** | **£** |  |
| **Match Fee(s) Claimed from Home Team** |  | **Total Match Fee(s)** | **£** |  |
| **Other claims** **please detail** |  | **£** |  |
| **BACS Details** | **Sort Code** |  |  |  |  |  |  | **Account Number** |  |  |  |  |  |  |  |  |
| **N.B Please read the notes in Appendix 4 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 this payment is not taxed at source, and it is my responsibility to make my own arrangements with the tax office regarding any payments received from Basketball England, or its clubs. |
| **SIGNED** |  | **DATE** |  |

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