



COLWYN BAY ATHLETICS CLUB

Claim for Mileage Expenses

Name:

Address:

Car Make:

Model:

CC:

Registration Number:

Petrol / Diesel

Date	Purpose of Journey	Particulars of Journey (From – To)	Return Mileage Details

Total Miles Claimed

Club Member / Official Declaration

- a. The travel expenses were incurred by me for the purpose of performing my role / duty as a member / Official representative of Colwyn Bay Athletics Club. I declare that the information I have given on this form is correct and complete, and that I have not submitted another claim for the same expenses. I understand that if I knowingly provide false information, this may result in disciplinary action as per club constitution and relevant UKA Code of Conduct. I consent to the disclosure of information from this form to the club management committee for the purpose of verification and to prevent and detect fraud.
- b. The insurance policy in respect of the vehicle used for all journeys on this form, provides me with cover for the period of the claim, while on official club business for full third party insurance, including damage to property, and also against risk of injury to, or death of passengers.
- c. The vehicle is kept in roadworthy condition, and a valid M.O.T. certificate is held.
- d. I am in possession of a current and valid driving license.

Signed:

Date:

Claim Certification by Club Chairman

I certify to the best of my knowledge and belief that the claimant was engaged on the duties stated on the date shown on the claim form. I understand that if I knowingly authorise false information shown on the claim form that this may result in disciplinary action as per club constitution and relevant UKA Code of Conduct. I consent to the disclosure of information from this form to the club management committee for the purpose of verification and to prevent and detect fraud.

Signed:

Date:

Official club use only:

Claim Approved: Yes / No

Claim processed by:

Position:

Date: