

St Paul's Boxing Academy CIO Expenses Claim Form (Non-Mileage)

NAME IN FULL _____

ADDRESS _____

TELEPHONE _____ EMAIL _____

TOTAL claimed £

To be completed in accordance with St Paul's Boxing Academy CIO Policy; please use block capitals for Clarity

***Receipts MUST be provided to support each element of the claim
 Failure to do so will result in your claim being rejected or amended.***

I certify that:

- All the particulars set out by me on this form are correct
- In all cases, expenditure has been incurred solely in respect of my appointed St Paul's Boxing Academy duties
- All accommodation cost claims have prior agreement with St Paul's Boxing Academy
- Mileage claims must be submitted using the St Paul's Boxing Academy mileage claim form

CLAIMANT SIGNATURE
Signed:
Date:
Name:

(BLOCK CAPITALS)

AUTHORISED St Paul's Boxing Academy CIO SIGNATORY
Signed:
Date:
Name:

(BLOCK CAPITALS)

DATE Of EVENT	DETAILS OF EVENT/COURSE/MEETING FOR WHICH SPEND INCURRED, including Location (IE)	YOUR ROLE AT EVENT (ie Coach..... etc)	DETAIL/NATURE OF CLAIM. If Travel expense claim state location travelled from and to. (IE Train ticket for travel, London Kings Cross to EIS Sheffield/Evening Meal purchase during CTS Course etc etc)	AMOUNT CLAIMED £ (attach receipt in all cases)
TOTAL AMOUNT CLAIMED £ (to be completed by claimant)				

FOR OFFICE USE ONLY		
Nominal	Department	Amount
		£
		£
		£
		£
Total Claimed		(£)

All expense forms should be sent to the St Paul's Boxing Academy:

**St Paul's Boxing Academy CIO,
North Church side,
Hull,
HU1 1RP.**

Checked by
