

CORNWALL GOLF UNION - EXPENSES CLAIM FORM

Name

Reason for claim

Date

Item	Amount

If mileage claim please state if you gave a lift to anyone

Name:.....

Name:.....

Signed

Address to which remittance to be sent:

Authorised

(Position)

* The agreed mileage rate at 1st January 2009 is as follows:

- for each trip not exceeding 100 miles, 35p per mile.
- for each trip exceeding 100 miles, 35p per mile for the first 100 miles and 20p per mile thereafter

For the purposes of this section a trip will be considered to comprise return mileage to all fixtures and meetings and all ancillary mileage associated therewith.

No more than the official AA route mileage can be paid. All other items must be supported by receipts.

All claims must be in accordance with the Schedule of Allowable Expenses and authorised by the appropriate official (President, Team Captain, Junior President etc)