

Seniors Tennis Expenses Claim Form 2022



SURREY.TENNIS
 Developing tennis locally to grow the game

Example - entries in red, automatic details completed in black

From: Debbie Slater	Date: 01/03/2022
Address: 100 Priory Lane, Roehampton, SW15 5JQ	
Bank A/C No: 20220301	Sort Code: 22-00-22
Team Name: 16U Girls	Competition: County Cup

Date	Purpose	Amount £	Miles @ 45p	Mileage / Petrol £	Total Claimed
	Example of Travel			£0.00	£0.00
25/02/2022	Travel to Bath - VAT petrol receipt attached (travel in private car)		111	£49.95	£49.95
27/02/2022	Travel to and from Bath in Minibus - fuel VAT Fuel receipt attached	£78.50		£0.00	£78.50
25/02/2022	Return Train Fare to Bath VAT Train Receipt attached	£69.70		£0.00	£69.70
26/02/2022	Travel from hotel to event and return Receipt attached	£15.00		£0.00	£15.00
	Subsistence			£0.00	£0.00
26/02/2022	Lunch Subsistence - receipt attached	£7.85		£0.00	£7.85
27/06/2022	Lunch Subsistence capped at £10 - receipt for £12,55 attached	£10.00		£0.00	£10.00
25/02/2022	Dinner for 2 coaches and 6 players - receipt attached	£126.80		£0.00	£126.80
26/02/2022	Celebration Dinner for team - capped at £25 Receipt for £265 attached	£200.00		£0.00	£200.00
26/02/2022	Practice courts 2 courts x 1 hour at £15 Receipt attached	£30.00		£0.00	£30.00
				£0.00	£0.00
				£0.00	£0.00
				£0.00	£0.00
				£0.00	£0.00
				£0.00	£0.00
				£0.00	£0.00
				£0.00	£0.00
				£0.00	£0.00
Total					£587.80

Please remember to include any VAT receipts, including petrol/diesel receipts.

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Signed: _____