

STEWARD'S EXPENSES REIMBURSEMENT FORM

NAME _____
 ADDRESS _____

I claim the following amounts which are solely my out of pocket expenses:			£
Total number of my miles:		@ 45p per mile	
IF ACCOMODATION IS MORE THAN £75.00 YOU MUST CONTACT MOTORSPORT UK TO GAIN AUTHORISATION	Accommodation: Max £75.00 per night		
	Evening Meal: Max £20.00 per night		
Miscellaneous (Please list all miscellaneous items separately and include a receipt for each):			
ORIGINAL VAT RECEIPTS MUST BE INCLUDED TO SUPPORT YOUR CLAIM. FAILURE TO DO SO WILL CAUSE A DELAY AND COULD RESULT IN YOUR EXPENSES NOT BEING PAID			TOTAL £

EVENT (Block Caps) _____
PERMIT NUMBER(S) _____
VENUE (Block Caps) _____
ORGANISING CLUB (Block Caps) _____
DATE OF EVENT _____

Note: Reimbursement for out of pocket expenses necessarily incurred in performing duties as Motorsport UK Steward can only be made when supported by appropriate documentation (fuel receipts, etc.) to demonstrate that an actual expenditure has been incurred, up to the maximum values shown.

I certify that the expenses claimed above were wholly and necessarily incurred by me on behalf Motorsport UK.

SIGNATURE: _____ **LICENCE N°:** _____

**** HAVE YOU REMEMBERED TO ATTACH ALL YOUR RECEIPTS? ****

(↓ OFFICE USE ONLY DO NOT WRITE BELOW THIS LINE ↓)

RACE RALLY KART SPRINT HILLCLIMB OTHER

ADMINISTRATOR: _____
 DIRECTOR: _____