

Away Breaks Walk Leaders' expenses form

2018



Name:	
Break Location:	
Break Date:	

Please provide details of the expense(s) incurred below.

Date (dd/mm/yy)	Description of expenses: Car mileage or Public Transport costs:	Amount (£)
	Overnight expenses:	
Total		

Note: You may only claim for *extra* journeys made for the purpose of recces. If you travel up a day or two early, that does not count as an extra journey. You may claim for journeys to and from the walk start points from your overnight place of residence. Claim at 2x the rate per mile shown in TRAIL.

Overnight expenses (Dinner, Bed & Breakfast) may be claimed at a rate of £40 per person per night. This only applies to each person who submits a walk to lead on the break. The amount paid out may be adjusted depending on funds available.

Please contact the Away Breaks Walks Convenor *before* you do your recces to review your plans and confirm that your walks are suitable and do not duplicate other walks already submitted.

Please sign below to confirm that the above expenses were incurred for the purposes of recces for walks which you have offered to lead on the Away Break shown above.

Signed:

Date:

Address:

Bank Account details (optional)

Sort Code ___-___-___ Account No. _____

Contact details: Tel. _____ email: _____

Please return this form to the Linlithgow Group Treasurer:
Rod Aird, 26 Grahamsdyke Road, Bo'ness, EH51 9EA
within 14 days of the last day of the Away Break.