

Volunteer Expense Claim Form

Purpose of claim (event/ meeting)			
Date		Venue	
Role (if applicable)			
Name			
Address			
Phone no.			
Email			
Travel			
Total Miles		Rate	
Rail	€	Bus	€
Taxi	€	Flights	€
Tolls	€		
Journey	Rate	Journey	Rate
Dublin – Galway (Return)	€105.00	Galway – Limerick (Return)	€50.00
Dublin – Limerick (Return)	€100.00	Galway – Belfast (Return)	€185.00
Dublin – Belfast (Return)	€85.00	Limerick – Belfast (Return)	€180.00
Accommodation/Subsistence			
Hotel	€	Restaurant	€
Other Expenses	€		
Details for other expenses			
Total	€	<i>*Sterling payments will be calculated by Swim Ireland as per current foreign currency rates</i>	
Sterling Total	£		
Account details			
Name on account			
BIC			
IBAN			
I confirm all expense claimed are in line with Swim Ireland allowable expenses and all receipts are included with this claim form. (Claims must be submitted within one month of event/ meeting or activity)			
Signed			
Date			
OFFICE USE ONLY			
Dept.		N/C	
Amount	€		
	£		
Approved by		Paid by	
Date		Date	

Completed forms & receipts must be returned to

waterpolo@swimireland.ie AND wptreasurer@swimireland.ie