



**C & E YORKS WG ATC - CLAIM FOR TRAVEL
TO AUTHORISED INTER SQUADRON SPORTS EVENTS**

**WING
FORM
GPF 100
(Revised
March 10)**

PART A - DETAILS OF EVENT

<u>Sport & Event</u>	<u>Date of Event</u>	<u>Location of Event</u>
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Names of Persons Covered
(include Driver)

PART B - DETAILS OF CLAIM

Journey from (Sqn HQ) _____ to _____ Shortest Return Mileage _____

Private Car (insured in accordance with AP1919 para 1029a - @ 26p per mile.

Authorised Pax Allowance @ 2p per mile

SOV @ 26p per mile plus pax allowance (see above) up to a maximum of £80.

Coach Hire (must be pre-authorized by Wg Treasurer) (See Note 2/3 Overleaf).

Self-Drive Minibus Hire @ 26p per mile plus pax allowance

(must be pre-authorized by Wg Treasurer) (See Note 2/3 Overleaf).

£	.
£	.
£	.
£	.
£	.
TOTAL CLAIM	£ .

PART C - DETAILS OF CLAIMANT

I was on unpaid duty and the vehicle used was insured in accordance with AP 1919 para 1029A.

Date	Signature	Name
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PART D - CERTIFICATE BY SQN CDR

-- Authorisation Number - [_____]

The person(s) named in Part A above were authorised to attend the event shown on *unpaid duty* and the claim shown in Part B is for the most economical journey. Reimbursement has not previously been claimed from any source. I have completed Part F below.

Date	Signature	Name
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PART E - AUTHORISATION BY WING TREASURER

This claim is/is not authorised for payment and I have included details in my record of expenditure from the allocated Sports travel budget. The amounts claimed are considered fair and reasonable.

Date	Signature
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PART F - CLAIMANT'S POSTAL DETAILS (BLOCK CAPITALS)

Name of Payee	
Address for despatch of cheque (incl Post Code)	

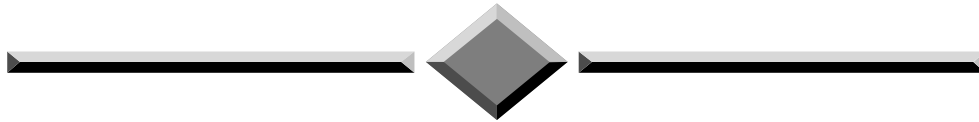
From: Wing Treasurer
Please find enclosed a cheque to the value of £ _____ representing reimbursement of expenditure for travel to and from the following sports event:

PART G - DETAILS OF PAYMENT

The sum of £_____ has been paid from the following account:

Date

Signature of Wg Treasurer



NOTES

1. All potential claims must be authorised by the Wing Treasurer at least 14 days prior to the event. You can email a request for authorisation to wgtres@ceyorks.net

2. **Private Car / Coach or Mini bus Hire**

The normal method of travel to sports events is by private car or SOV.

Due to the potentially large cost involved; if you propose to travel by hired coach or by self-drive hired minibus and to the event, you **must** first seek prior approval from the Wing Treasurer giving at least weeks' notice. The following information is required:

Cheapest estimate; number of passengers; details of proposed sharing arrangements with other Squadrons.

3. **Payment**

Once written authority is given you will be provided with an Authorisation Number by the Wing Treasurer. This must be entered on the form to claim payment. In the case of Mini bus or coach hire the Sqn themselves **must** first settle the bill with the Company and forward the detailed receipt with pre authorised GPF 100 for reimbursement to the Wing Treasurer. The Wing Treasurer will then make a payment to Sqn funds.

The reimbursement will cover the cost of a mileage claim equivalent to an SOV.

The following **will not** be reimbursed; insurance; any extras such as CDW; extra driver; tanks of fuel.

4. **IMPORTANT**

There is no self authorisation of claims. Any payment made is at the discretion of the Wing Sports Officer / Wing Treasurer. Payment is subject to the claimant having first applied for and received a prior authorisation.

This is particularly the case with coach or self-drive minibus hire, where any claims which have not been pre-authorised by Wing Sports Officer will be rejected.