

Claim for Phys Ed Activities – Expenses against the GP Fund

FORM GPF 1
(Rev Nov 04)

Completed form to be returned **via RGNL Phys Ed O** to:
Phys Ed O, HQAC, RAF Cranwell, Sleaford, Lincs, NG34 8HB

REGIONAL Phys Ed O AUTHORITY No

Part A.

SPORT & EVENT	DATE OF EVENT	LOCATION
NAME (S) OF PASSENGER (S)		

Part B. – Mileage Allowance is payable only when insurance has been effected as specified in AP 1919 para 1029a.

TRAVELLING EXPENSES (Provide details of Journey)

				CLAIM £
a. MOTORCYCLE OR CAR OVER 500 cc		Miles @ 19p	£	
Plus	Passenger(s)	Miles @ 1p	£	
b. MOTORCYCLE OR CAR UNDER 500cc		Miles @ 6p	£	
c. SOV (See Over for Rates)		Miles @	£	
d. COACH HIRE (See Note 1 Overleaf)		£		
e. SELF-DRIVE MINIBUS (See Note 1 Overleaf)		£		
f. OTHER OUT OF POCKET EXPENSES (To be detailed and supported by receipts)				
TOTAL CLAIM				£

Part C. – Reimbursement to be made to – (Block Capitals Please):

REGION	WING	SQN NO
Claimant's name	Claimant's Signature	Date

Part D.

1. I certify that the person(s) named in Part A above, were authorised to attend the event concerned on *unpaid duty*; and that the above listed expenses were necessarily incurred and that reimbursement has not previously been claimed.

All journeys were performed in the most economical manner.

Signed	Date	Regional Phys Ed O
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2. The above costs are chargeable to the ATC GP Fund and the amounts claimed in Part B are considered fair and reasonable

Signed Phys Ed O HQAC	Date
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HOAC ONLY

Total £ _____
Code(s) _____
Cheque No _____

ACFO _____
Date _____

Part E. CLAIMANTS POSTAL DETAILS

Please complete using **BLOCK CAPITALS** so cheque can be issued promptly.

	Name
	House
	Town
	County
	Post Code

HOAC ONLY

With reference to your GPF1 dated _____, please find enclosed a cheque for the value of £ _____

This represents reimbursement of expenditure incurred in connection with a recognised Corps activity.

SOV RATES

13 Seater or less plus driver	Per mile	35p
14 - 29 Seater plus driver	Per mile	45p
Over 30 Seater plus driver	Per mile	64p

(# Consult manufacture's handbook if unsure about passenger capacity of your vehicle)

NOTE 1: - Details of quotes obtained (where applicable)

In accordance with Annex B ACP 300 Administrative Instruction No 301 para 2, Regional Phys Ed Os are to ensure that travel is by the most economical means available. To this end, the relevant modes of travel should be considered in the order shown.

- ⊗ Carrying cadets as passengers in Official's cars.
- ⊗ Minibus or coach hire.
- ⊗ Rail Travel (Sports Warrants – BR Travel Account 09111).