



**EXPENSES**

Reasonable out-of-pocket expenses are offered by the Association.

For a full details of IWA's expenses policy, please read the **full guidance note** at:

[https://www.waterways.org.uk/private/support\\_for\\_you/expenses/expense\\_claim\\_rules](https://www.waterways.org.uk/private/support_for_you/expenses/expense_claim_rules)

**Travel Costs:**

Where possible please endeavour to find the most cost effective way of travelling including using public transport or hiring a vehicle

Mileage rates from 1st January 2018:

**Motors Cars**

|                                       |     |
|---------------------------------------|-----|
| Maximum per mile for all engine sizes | 33p |
| Petrol only rate                      | 16p |
| Diesel only rate                      | 13p |

The mileage rates set by the Association are intended to cover fuel and other running costs.

Where claimants are in the position either to waive their claim or to recover expenditure at less than maximum rates, their additional contribution is recognised and much appreciated.

If you have any creative ideas on reducing volunteer mileage and promoting greener transport initiatives, please share them with the Finance Manager.

If you are unclear who the relevant budget holder (i.e. who can approve payment of your expense) is, the please contact the Finance Department, for clarification.

**Once authorised please send your completed form to:**

Finance Department, The Inland Waterway Association, Island House, Moor Road, Chesham, Bucks, HP5 1WA

Tel: 01494 783453

**NEW CLAIMANT**

If you are a new claimant please can you complete the section below, so we can correct record your details and make payment by electronic transfer:

**Surname:**

**First Name:**

**HOME ADDRESS**

**Address Line 1**

**Address Line 2**

**Town:**

**County:**

**Postcode:**

**Email Address:**

**BANK DETAILS**

**Bank Name:**

**Account Name:**

**Account Number:**

**Sort code:**