

# HBPB Swimming Inc

## Regional Team Manager Expense Claim Form

A contribution may be made towards expenses incurred by a Regional Manager appointed by HBPB Swimming.

Genuine expenses may be claimed as follows:

Airfare

May claim 1 x cheapest return airfare available if air travel approved by HBPB Mgmt committee

Mileage

May claim 30c per km travelled in own vehicle for swimming related travel.

Accommodation

May claim \$40 per night of stay for duration of swim meet

Meals

May claim \$25 per night of stay for duration of swim meet towards meals

I confirm that these expenses have been incurred by me while undertaking the role of Regional Team Manager and I request reimbursement as follows:

**Name** :

**My Bank Account to be credited** :  
*Including Name of Bank & A/c No*

**Meet** :

**Airfare** :  
*As agreed*

**Mileage** :  
*@ 30c per km*

**How many nights?** :

**Accommodation** :  
*@ \$40 per night*

**Meals** :  
*@ \$25 per night*

**Signed** :

---

Either scan & submit form along with Meet Report to Administrator at [swimhpbp@gmail.com](mailto:swimhpbp@gmail.com) or post to S Hewitt, 348 Epae Rd, RD2, Waipukurau 4282.