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**ENGLAND BOXING EXPENSES**

Please find below how to claim legitimate expenses incurred while undertaking work for England Boxing.

**How do I claim my expenses?**

**England Talent expenses**

If you are claiming expenses for work undertaken for **England Talent** (e.g., talent squads, open talent days, competing as Team England), please download one of the following forms.

[England Talent expense claim form](http://englandboxing.org.temp.link/wp/wp-content/uploads/2019/06/EXPENSES_CLAIM_FORM_Talent.doc)

[England Talent mileage form](http://englandboxing.org.temp.link/wp/wp-content/uploads/2019/06/Mileage-form-Talent.doc)

Please send all England Talent expense claims to the address provided on the forms.

**England Boxing expenses**

If your expense claim is for any work undertaken for **England Boxing** (e.g. officiating at England Boxing events, NGB meetings) please use the England Boxing expense claim forms below.

Please note: if you are claiming only for mileage you need only fill in the mileage form. If you require remittance, please include your email address. All expenses claims must be submitted within one month of the date of the expenditure/travel that you are claiming for. England Boxing cannot guarantee payment of late claims.

[England Boxing expense claim form](http://englandboxing.org.temp.link/wp/wp-content/uploads/2019/06/EXPENSES_CLAIM_FORM_Master1.doc)

[Mileage claim form](http://englandboxing.org.temp.link/wp/wp-content/uploads/2019/06/Mileage-form-Talent.doc)

**Payment method and bank details**

Please note that all England Boxing expenses are paid by BACS, so please ensure your current bank details and email address are included with your claim. Please note there is now only one payment run on the last working day of the month.

You should also complete relevant details i.e. date of travel/expense, reason for expense and total cost. (Please see the expense guidelines below).

**Mileage Rates for all staff, officials, coaches, boxers and volunteers**

|  |  |  |
| --- | --- | --- |
| **Engine Size**  **(cc)** | **Rate**  **Permitted** | **If Car Sharing** |
| Under 1000  1001 to 2000  Over 2000 | 0.30  0.35  0.40 | 0.35  0.40  0.45 |

|  |  |
| --- | --- |
| **Expense Type** | **Rate** |
| Rail | Standard Class Travel |
| Flights | Economy |
| **Meals** |  |
| Breakfast | £7 |
| Lunch | £9 |
| Dinner | £15 |

Please send all completed forms and/or receipts to <expenses@englandboxing.org> or to:

England Boxing  
The English Institute of Sport, Sheffield  
Coleridge Road  
Sheffield  
S9 5DA

**Further questions?**

If have further queries regarding expenses, contact the office on 0114 223 5642. Queries will be answered between the hours of 09.30 to 14.30 Monday to Friday. Outside of these hours, please leave a voicemail message or email and you will be contacted the next working day.