



2024 – 25



English Bridge Union

Tournament Directors Expenses Claim Form – ONLINE

Event/Platform (short)	Date (of claim)
SECTION A: ACTUAL CLAIM	For office use only
NAME: _____	Event code _____
EVENT & VENUE: _____	
DATES: (of event) _____	
FEES: £ _____	.3030
SUNDRY EXPENSES: £ _____	.3093
TOTAL CLAIMED £ _____	Approved by director in charge _____
SECTION B: DETAILS OF THE CLAIM	
No of sessions claimed: ____ @ £ _____	Sessions: £ _____
Other (set-ups/take-down?) £ _____	Fees Total: £ _____
DETAILS OF SESSIONS.	
Details of VAT receipt attached:-	
Sundry expense details:-	
SECTION C: Tournament Directors are considered by HMRC to be self-employed and must sign this statement for each claim: I acknowledge that as a Tournament Director I am responsible for paying my own Income Tax and National Insurance. TD signature: _____ <small>(This does not apply to those in full-time employment for the EBU, who will be paid and taxed along with their salaries. Those who are VAT registered or operate through a limited company must also submit a separate invoice.)</small>	TDs claiming for the first time should put their BACS details below: A/C Name: _____ A/C Number: _____ Sort Code: _____