



2018-19

English Bridge Union Tournament Directors Expenses Claim Form



Event	Date
SECTION A: ACTUAL CLAIM	For office use only
NAME: _____	Event code _____
EVENT & VENUE: _____	
DATE: _____	
FEES: £	.3030
TRAVEL: £	.3024
MEALS ALLOWANCE: £	.3026
SUNDRY EXPENSES: £	.3093
TOTAL CLAIMED £	Approved by director in charge _____
SECTION B: DETAILS OF THE CLAIM	
No of sessions claimed _____ @ £ _____	Total: £ _____
Set-up fee claimed £ _____	Take down fee claimed £ _____
	Total: £ _____
Mode of travel:- _____	Fees Total: £ _____
If car, please provide details:-	Details of car journey and other expenses
Number of miles _____ at 42p = £ _____	Other; ie toll fees; _____
Details of train journey/other _____	
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 salaried employment for EBED/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: _____

Tournament Review

This form is intended to give TDs an opportunity to provide feedback and comments with a view to helping us provide as good a service as possible to our members and working well together as a team.

I would like this information to be collated and made available for those who worked at the event, so please take care to avoid making criticism too personal and ensure suggestions for improvement are phrased constructively.

Please return this promptly so that it can be collated and the feedback included with the Tournament Report Form. Feel free to add a sheet if you need more space

Did the event go smoothly from an organisational perspective?

Yes Moderately No

Do you think the event seemed to go smoothly from the players' perspectives?

Yes Moderately No

Please mark only the aspects of the event that were 'good', and those that 'require improvement'; leave blank those that were merely adequate and those that don't apply:

GOOD

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

- Pre-congress preparation (equipment provision etc)
- Any advance information provided for you about the event
- Competition format, schedule & time-keeping
- Accuracy & timeliness of results
- TD in charge
- Your own performance as a TD
- Other TDs' performance and overall TD team effectiveness
- Opportunities for learning, if relevant
- Hotel – efficiency, helpfulness of staff etc

REQUIRE IMPROVEMENT (please make practical suggestions below for improvements)

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Comments: