

International Travel Assistance (ITA) INVOICE

Name and Address of Player

LTA
National Tennis Centre
100 Priory Lane
Roehampton
London
SW15 5JQ

PLAYER NAME:

PLAYER NUMBER (BTM):

NAME/LOCATION OF TOURNAMENT:

(Please only complete expenses for one tournament on each sheet)

Date of expense	Type and details of expense e.g. accom/flights	Amount in original currency	Exchange Rate	Amount in GB£
Grand Total				

Bank details

Name on card:

Bank:

Bank account number:

Sort Code:

Instructions

- Claims must be made within 60 days of the tournament.
- Ensure that you attach receipts - invoices will be returned if no receipts attached.
- ITA can only be claimed for travel and accommodation expenses
- Amounts must be in GB£
- Ensure that the details on the invoice are complete, i.e. which tournament, when and whether it is travel or accommodation.

Following these instructions will ensure prompt payment of future ITA expense claims.