

FALKIRK VICTORIA HARRIERS EXPENSES CLAIM FORM

NAME:

ADDRESS:

POST CODE:

TEL NO:

Guidelines on Completion

1. Receipts must be provided for all expense claims.
2. Where appropriate, an Application for Support Form should be submitted to Committee for approval prior to event.
3. Travel should be by the most economical means.
4. Advantage should be taken of savings available by booking in advance, e.g. APEX fares.
5. Expenses will only be paid for costs incurred by the invited athlete.
6. Car expenses will be paid at current mileage rate.

Please state event/course Attended on:

Course/Event Entry Fee

TRAVEL COSTS:

From: To:

BY: CAR Total Mileage: miles @ p mile

(please circle)

Up to 1400cc : 12p mile
 1401-2000cc : 15p mile
 2001+cc : 21p mile

FARE: BUS / AIR / RAIL
 (please circle)

ACCOMMODATION: (please provide details)

OTHER: (please provide details)

TOTAL £

I declare that the above expenses have been incurred on behalf of the Club and are not provided for elsewhere, e.g. Grant Funding or Business expenses.

Signed: Date:

Authorised by: Date:
President/Vice-President/Secretary

Claim Paid by: Date:
(Treasurer)

COMPLETED FORM WITH RECEIPTS TO BE RETURNED TO:
 Caroline Lawless (Treasurer)
 15 Tummel Place, Grangemouth. FK3 0JH