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| SOHC black250 block | **Club Expenses Reclaim Form** | SOHC black250 block |

**Instructions**

This form is to be used: by for processing repayment for driving claims and by members seeking to reclaim miscellaneous expenses.

Complete the relevant section and send the form to the Club Treasurer ([kieran.daniels1@btinternet.com](mailto:mailto:kieran.daniels1@btinternet.com)).

**Repayment for Driving to a Club Fixture**

|  |  |
| --- | --- |
| Fixture Date (DD/MMM/YY): |  |
|  | |
| Club Team *(e.g. Ladies’ 1sts)*: |  |
|  |  |
| Opposition Team: |  |
|  |  |
| Away Venue : |  |
|  |  |
| Pick-up Point (delete/strikethrough as necessary): | Ottery | Sidmouth |

**Claim for Expenses**

|  |  |
| --- | --- |
| Item Description (provide receipts for all items less motor mileage) | £ |
| *Example: Driving Ottery-Torbay = 60 miles* | *12.00* |
|  |  |
|  |  |
|  |  |
|  |  |
| Total: |  |

|  |  |
| --- | --- |
| **Claimant’s Details for repayment** |  |
| Name (first name and surname): |  |
|  |  |
| Bank Account Number: |  |
|  |  |
| Bank Sort Code: |  |
|  |  |
| Amount claimed (£): |  |

**Notes:**

1. The form is to be completed in MS Word by the claimant and forwarded to their team captain. Each claimant must complete their own form. The captain should then verify the claim and forward the claimant’s email with its attachment to the Club Treasurer. The captain’s “OK” serves as an authorisation for payment. Any claims not sent this way will ***not*** be processed.
2. The Claimant must use the mileages in the Club’s Repayment for Driving policy when calculating their claim. The mileage and amount claimed will be verified by the Treasurer before payment is made.