

POST EVENT: ORGANISER'S EXPENSES CLAIM FORM

Name of event/activity	
Date of event/activity	
Organiser's: Name	
Phone no.	
email	
Address	
CSSC Membership No.	

Item	Notes (if necessary)	Amount
Travelling **		£
Postage		£
Telephone		£
Other (give details below):		
		£
Total		£
Less advance		£
Balance due		£

** Cars 20p a mile. 5p a mile for participating passengers up to a maximum of £15.
Public transport – cheapest standard return fare available

I wish to claim for the above expenses **and enclose receipts** (where appropriate).

Signed		Date	
---------------	--	-------------	--

This form should be sent to the BDE together with the Income & Expenses Form as soon as possible after the event/activity.

For accounts use only	
Net amount	£
VAT: PR / FR / NR / E	£
Gross amount	£
Cheque number	
Nominal ledger code	