



# Wychavon Kayak and Canoe Club Expense Claim

## Details Of Expense

Date(s)	
	Expenses should be submitted within 6 months of expense incurred or by the end of the accounting year in which the expense was incurred (30 <sup>th</sup> September each year), whichever is the sooner
Description	
Name of Claimant	

## Personal Costs (Expenditure or expenses paid by club members)

Date Expense Incurred	Expense Paid by (name)	Receipt (Y/N)	Details	Amount (£)
			<b>TOTAL</b>	

Signed by Claimant		Dated:
Signed by mandated Committee member		Dated:
Standard payment is by cheque. However If claim is less than £100 and you would like to be paid direct into your bank account then:		
<ul style="list-style-type: none"> <li>a) Second mandated Committee member signature required</li> <li>b) Bank Details               <ul style="list-style-type: none"> <li>a. Sort Code</li> <li>b. Account Number</li> <li>c. Account Name</li> </ul> </li> </ul>		Dated:   6 digit 99-99-99 8 digit