

# FARNHAM DISTRICT SCOUT COUNCIL

Date: \_\_\_/\_\_\_/\_\_\_

Expenses Claim for the period - from \_\_\_\_\_ to \_\_\_\_\_

**Expenses category: Family Camp – Campsite – Training – Bazazz - Scoutabout – Scram – DC – ADC**  
(Please Circle)

**Other (please list):-** \_\_\_\_\_

Note: All receipts and claims **MUST** be originals, copies or scans will not be accepted unless specifically agreed.

Claimant's Information		District use only
Name:		Cheque No:
Address	Tel:	
Appointment/Position:		
Details of Claim		Total
<u>Travelling</u>		
Mileage 0	miles @ 45 pence	£
Other :	_____	£
Stationary (please list)		£ £
Postage:		£
Telephone:		£
Photocopying:		£
<u>Other Expenses</u> – please detail		£
Sub Total		£
Deduct amount treated as donation*		£
<b>TOTAL CHEQUE/PAYMENT (BACS) REQUIRED</b>		£

Claims **MUST** be authorised by the **DC or District Chairman** and passed to the District Treasurer with the appropriate ORIGINAL receipts attached. Expenses will **NOT** be paid without this authority.

**CLAIMANTS BANK DETAILS, for BACS payments:-**

**BANK:** \_\_\_\_\_ **Sort:** \_\_\_ - \_\_\_ - \_\_\_ **Acct No:** \_\_\_\_\_

**Account Name:** \_\_\_\_\_

Signature of claimant ..... Date .....

\* If you are a tax payer and are prepared to authorise the District to claim your donation as 'Gift Aid' please tick box

Signature of DC or District Chairman authorising payment ..... Date .....