THE PONY CLUB EXPENSES CLAIM FORM 2017

THIS FORM IS FOR VOLUNTEER'S EXPENSES ONLY - NOT FOR USE TO CLAIM FEES (OR EXPENSES WHERE FEES ARE BEING CHARGED)

In order to comply with Inland Revenue regulations, payment will only be made for fees & associated expenses on receipt of a valid invoice

Please enter full name & address below

Name	
Address	
Email	

If this is your first claim, or your details have changed, please complete details below

Bank Account in the name of	
Sort Code	Account No
Bank Name	
First claim (y/n)	New details (y/n)

Date Attended	Status (BOD/Area Rep/VC etc)	Discipline (where appropriate)	Reason for Claim	No miles claimed		Amount Claimed (please attach receipts for non mileage claims) £ p	PONY CLUB OFFICE USE ONLY	
					Mileage @ **40p**			Appro/date
					Other			Disc
					Mileage @ **40p**			Appro/date
					Other			Disc
					Mileage @ **40p**			Appro/date
					Other			Disc
					Mileage @ **40p**			Appro/date
					Other			Disc
					Mileage @ **40p**			Appro/date
					Other			Disc
					Mileage @ **40p**			Appro/date
					Other			Disc

Authorised for payment	
Date authorised	
Date paid	

SIGNED _____ **DATE** _____ **TOTAL CLAIMED £** _____

Please ensure that this form is fully completed and your total claim is shown before submission to The Pony Club, Stoneleigh Park, Kenilworth, CV8 2RW.
Please supply supporting receipts/ invoices for any amounts other than mileage
Omissions/ errors may lead to a delay in payment
Please allow 21 days for payment if you have supplied bank details or 28 days if payment is to be made by cheque.