



Killingworth Archers

KA02 Expenses Process



Last updated: Friday, 05 October 2018 @ 09:02

The club will pay a member where they have incurred reasonable and necessary expenses on behalf of the club and where that expense would not otherwise have been incurred. The Honorary Treasurer must be informed (before the member commits to incurring any expenses) that they intend to submit a claim. The details of the expenses incurred should be completed below and passed to the Treasurer to ensure that the club has sufficient funds and for payment.

The club will NOT pay expenses where the member is:

- Competing in a tournament,
- Attending an event when the member would have gone anyway but in another capacity,
- Representing another body,
- Claiming expenses that are excessive, unreasonable or unnecessary.

All expenses should be accompanied by receipts. For mileage claims, a receipt for fuel purchased will be acceptable and expenses should be claimed at the mileage rate set by DNAA or the cost of fuel used when beyond DNAA or the value of the second-class rail fare if less. For public transport a ticket showing a fare will also be acceptable.

Reason for Expense Claim

Tick one of the following options.

- Coaching
- Have-a-Go
- Meeting/Conference
- Presentation
- Course
- Other:

Travel:

Place of Departure:	Departure Post Code:	
Destination:	Destination Post Code:	
		Claim (£)
Miles Travelled:		
Fares/Tolls:		

Accommodation:

The claimant is expected to avoid accommodation charges where possible but will be reimbursed where it is unavoidable. The cost of the accommodation should not be excessive; Premier Inn, Travellodge, Days Inn or similar standard establishments should be considered where available.

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Other Necessary Expenses:

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Date: <input style="width: 100%;" type="text"/>	Claimant Signature: <input style="width: 100%;" type="text"/>	Total (£): <input style="width: 100%;" type="text"/>
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-----Use for Treasurer's Approval or Rejection----- (*Delete as required)--

Date: <input style="width: 100%;" type="text"/>	Treasurer's Signature: <input style="width: 100%;" type="text"/>	Approved*/Rejected*
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