

# CVAM Expenses/Advance Claim Form

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Please complete this form to claim either an advance towards an authorised expenditure, or expenses after the event and/or purchase. As a reminder, any claim against the CVAM account must be authorised by the CVAM Chair and Treasurer in advance please.

## Details of Expenditure

Please provide as much detail as possible to accompany this advance/expense claim.

| Date of Event/Purchase | Details                             | Amount £ |
|------------------------|-------------------------------------|----------|
|                        |                                     |          |
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|                        |                                     |          |
|                        | <b>Total Advance/Claim Expenses</b> | <b>£</b> |

## Authorisation

It is important to secure authorisation from the Chair and Treasurer before making any expenditure on behalf of the Club. Advances/Expense claims without prior authorisation may not be accepted.

**Name of Claimant:**.....

**Signature:**.....

**Authorised by (name) :**.....

**Signature:**.....

**Please email a photo/scan of the completed form to the Treasurer at:**

**[CVAM.Treasurer@gmail.com](mailto:CVAM.Treasurer@gmail.com)**. If you need assistance doing this please contact any Committee member.

If the form is not authorised the Treasurer will check for authorisation before payment.

As a guide, members may claim out of pocket expenses for telephone calls, stationery, postage, fuel, and hospitality when representing the group in an official capacity, including training and promotional events. Normally claims will not be accepted for acting as assessors, marshals, or speakers at group events.

Claims should be submitted to the Treasurer for payment on the standard form above. We are a charity, and our accounts are audited and submitted to the Charity Commission each year. Consequently, it is important that receipts should be obtained and attached to the claim form. Multiple common payments (e.g. fuel claims on a training day) can be submitted as one receipt by the event organiser.

Where it is expected that claims will exceed £15, prior advice must be sought from the Chair or Treasurer for sanctioning prior to submission for payment.