Cheddar Valley Advanced Motorcyclists
Expenses Claim Form

Registered Charity No. 1095144

Date	Details of claim	Amount
	Total claimed	**£**

Name of claimant: _____ **Signature of claimant: _____**

Sanctioned by: _____

1. As a guide member 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.
2. Claims should be submitted for payment on the standard form above. Where possible receipts should be obtained and attached to the claim form.
3. Where it is expected that claims will exceed £15 prior advice must be sought from the treasurer or executive committee member for sanctioning prior to submission for payment

Treasurer: Peter Ford, Nempnett Farm, Blagdon, BS40 7UZ