

Sid Valley Cycling Club Expense Claim Form

Name

- Please list each expense incurred below with the corresponding value. Total amount at base of column, sign & date.
- If you choose to be paid by BACS please ensure that the Treasurer has your account number and six digit sort code.
- Please attach any relevant receipts on submission. If receipts are not available please indicate so on the claim.

Expense Details	Amount
Total Claim	

How would you like this payment made?

Cheque

BACS Payment direct in to bank account.

I confirm that these expenses were incurred on Sid Valley CC Business.

Signed

Date

Approved

Treasurer :

Date

Verified

Chairman or Secretary :

Date

Income Details

- Please list cash income along with its category type and amount below. You don't need to list individual payments just the total category amounts. i.e. 3x Membership - £30.00, 25/07/04 Eve TT event - £78.00
- For cheques note the category on the back of the cheque.

Cash Source (i.e. membership, clothing , event entry, etc)	Amount
Total Cash	

Number of Cheques :

Total Value of Cheques

Sum Total