

Eastleigh District Scout Executive



Expenses Claim for individuals and/or events

Name:
<i>(Unless otherwise requested payment cheques will be made payable to this person)</i>
Contact Details: Tel No. E mail.

Section A – Only complete this section if requesting pre-event funding		
This section is for leaders who are requesting advance funds payable to a personal account which are to be subsequently fully receipted (see Section B). <u>Please send this form to the treasurer at least 14 days before you need payment.</u>		
Event:	Date(s) of event	£
Funds requested (an estimate of cost to be born by named person)		
Pre-event deadline date for payment to named person: 		
Method of cheque collection requested		

Section B		
This section must be completed and submitted to the Treasurer no later than 14 days after the event. Receipts must be attached.		
Note: if the post event payment to you is likely to be urgent, please contact the treasurer before the event to avoid any delay likely to be caused by work commitments/holidays/audit etc etc		
Event:	Date(s)	
Item	Receipt reference	£
Total cost born by named person		
Pre payment made <i>(only if applicable – see Section A)</i>	(+ or -)	£
Total <u>claim</u> OR if related to an excess in pre-payment, <u>refund</u> made		
Notes to treasurer (eg any special request for delivery/collection/ speed of payment or explanation of any claim detail)		