Derwent Valley Orienteers

**Expenses Claim Form**

**Mileage Claims**

|  |  |  |
| --- | --- | --- |
| **Date** | **Reason for Journey** | **Mileage** |
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|  |  |  |
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**Other Expenditure (Please attach receipts)**

|  |  |  |
| --- | --- | --- |
| **Date** | **Reason for Expenditure** | **Amount(£)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |

I declare that the above expenses have been incurred as a result of activities on behalf of Derwent Valley Orienteers.

Signed ..................................... Date...................................................

Print .......................................

Money to be sent via BACS to Account Name ..........................................., Sort Code \_\_-\_\_-\_\_ Account Number............................................

(Please email a copy of this for to the current Club Chair for approval)

Approved ...................................... Date .................................................

Club Chair

(for Official Use only)

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