

SCOTTISH ORIENTEERING ASSOCIATION

EXPENSES CLAIM FORM

CLAIMANT'S NAME Date

DETAILS (please attach all relevant receipts)	£	pp	Treasurer's Ref
<p>Mileage Details</p> <p style="text-align: right;">Miles</p> <p style="text-align: right;">Total <input style="background-color: yellow;" type="text"/> at 20p per mile =</p>			
Postage / Stamps			
Printing / Photocopying			
Phone Calls			
All Other Expenses (please detail)			
Total Claim	£		

Claimant's Signature:

Cheques will be made payable to Claimant, unless advised otherwise.

For Treasurer's Use:

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 100%;">Cheque Number</td> </tr> <tr> <td style="border-bottom: 1px solid black; width: 100%;">Date issued</td> </tr> <tr> <td style="border-bottom: 1px solid black; width: 100%;">Date Paid</td> </tr> </table>	Cheque Number	Date issued	Date Paid	<p style="text-align: center;">Initials</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 100%;"></td> </tr> <tr> <td style="border-bottom: 1px solid black; width: 100%;"></td> </tr> </table>		
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