

**SCOTTISH ORIENTEERING ASSOCIATION**

**EXPENSES CLAIM FORM**

CLAIMANT'S NAME  Date

DETAILS (please attach all relevant receipts)	£	pp	Treasurer's Ref
<p><b>Mileage</b></p> <p>Details <span style="float: right;">Miles</span></p> <p style="text-align: right;">Total <input style="width: 100px;" type="text"/> at 20p per mile =</p>			
<b>Postage / Stamps</b>			
<b>Printing / Photocopying</b>			
<b>Phone Calls</b>			
<b>All Other Expenses (please detail)</b>			
<b>Total Claim</b>	£		

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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