



KENT COUNTY ASSOCIATION OF CHANGE RINGERS

Hon. Treasurer Peter Joyce

Red Street House, Red Street, Southfleet, DA13 9QE

Tel: 01474 833293 Mobile: 07519 405411 Email: treasurer@kcacr.org.uk

Expenses Form

Please read the KCACR Expenses Policy on the KCACR website before completing this form. By signing this form you are adhering to this policy.

NAME:

OFFICE HELD:

1. TRAVELLING EXPENSES: 45p/mile if travel is by car (please submit receipts for train, bus fares etc)

Meeting Attended/Purpose of Journey	Date	Mode of transport	Mileage (Car travel)	Cost
				£
				£
				£
SUBTOTAL:				£

2. OTHER EXPENSES (please submit receipts with claim form)

DESCRIPTION OF EXPENSE	DATE	AMOUNT
		£
		£
		£
		£
		£
SUBTOTAL		£

3. TOTAL VALUE OF EXPENSES CLAIM ON THIS FORM: £

SIGNED:

DATE

I wish to be paid *by BACS electronic transfer or *by cheque (delete as appropriate)
(please note that payment by cheque can take several weeks to reach you)

For BACS Transfer:

Sort Code	Account Number	Name of Account Holder

For payment by cheque:

Name of Account Holder	Address of Account Holder	Postcode

Contact email of claimant:

Contact Telephone No. of claimant:

Please return this form and supporting receipts to the Treasurer.