

# ESSEX COUNTY ARCHERY ASSOCIATION

## Personal Expenses Form

Please note that all expenses must be claimed in the calendar year in which they are incurred, except for December expenses which must be claimed by the end of January. **A copy receipt must be included as proof of purchase for any reimbursements being claimed other than mileage.**

The reason for this expenses claim		
Date		
Name		
Address		
Email Add		
Mileage	Miles @ 40 pence per mile (petrol/diesel)	£
Mileage	Miles @ 40 pence per mile (electric/hybrid)	£
Other	(Reason)	£
Other	(Reason)	£
Other	(Reason)	£
Other	(Reason)	£
Other	(Reason)	£
Other	(Reason)	£
Other	(Reason)	£
Other	(Reason)	£
Other	(Reason)	£
Other	(Reason)	£
	Total Being Claimed	£
Insert either a Manual Signature or "Emailed"		

Please indicate how you would like to be paid:

By cheque;

Payable To

By bank transfer;

Acc Name

Acc Number

Sort Code

Return to: Essex County Archery Association  
 c/o Kevin Juniper  
 24 Churchill Crescent  
 Stanford le Hope  
 SS17 8EN

Or: [treasurer@ecaa.org.uk](mailto:treasurer@ecaa.org.uk)