

AXE VALLEY RUNNERS EXPENSE FORM

(Not necessary for single large invoices)

Claimant Name:

Date	Expense Description (Please number and attach receipts to form)	Receipt number	Category (see Notes)	Amount

Total Amount Claimed:	£ -
Cheque No. (official use only)	

Notes:

- This form is intended for miscellaneous expenses such as postage, stationery, mileage etc.
- The form can be completed either electronically or manually.
- Blank forms available from Treasurer.

- Category should be specified as follows:
 - If related to AVR Event:* - event name eg Nightrunner (+ subcategory* for Grizzly)
 - *Grizzly subcategories - Merchandise, Works, Highways, Grizfest, Other
 - If related to general Club activity:* - Social, Stationery, Hardware, Running Costs, Non-AVR Event (please specify), Other (please specify).