**Harpenden Colts FC**

**FA Charter Standard**

**Community Club**

FA Affiliation No. 2021/22: X-HER4202

**Request for Reimbursement of Expenses**

Use this form only for reimbursement of the categories of expenditure shown.

For ‘Other agreed expenses’, approval must have been obtained in advance, before committing the Club to the expense. Please email the Club Administrator at the email address below who will pass your request on to the Treasurer.

***Receipts or other evidence of expenditure must be attached.***

**Completed forms should be sent to the Club Administrator at:** [**finance@harpendencolts.com**](mailto:finance@harpendencolts.com)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  | | | |
| Bank A/C number & sort code  (Only if this is your first claim or your bank details have changed) | Account no:  Sort code:  Note: If your bank details have changed from the last time you made a claim, please make this clear on the form. | | | |
|  | | | | |
| Year Group &  Name of Squad / Role |  | Date |  | |
|  | | | | |
| **Expenses claimed** | | | | **Amount** |
| **Referee fees** | Please state match date, opponent and name of referee and attach receipts if obtained. | | |  |
| Subtotal | | | |  |
| **Agreed training costs**  Please attach your course booking confirmation to your email along with this form. | Please state course name (e.g. Emergency Aid/Safeguarding/ICF/Lvl 1), course start date and cost. | | |  |
| Subtotal | | | |  |
| **Other agreed expenses**  See above – prior approval must have been obtained from the Treasurer | Please give details and attach receipts/evidence of expense | | |  |
| **Total of claim** | | | | **£** |

*Please note that the Club will not generally pay for the cost of alternative training venues when regular training is cancelled due to weather/pitch conditions*