**Harpenden Colts FC**

FA 3 Star Accredited Club

Hertfordshire FA

2024/25

**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*** *(excluding Referee fees).*

**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.  Attach receipts if obtained – but they are not required. Claims for multiple matches/ref fees can be submitted on a single form. | | |  |
| Subtotal | | | | £ |
| **Agreed training costs**  Please attach your course booking confirmation to your email along with this form. | Please state course name (e.g. Intro to First Aid / Safeguarding Children / I2CF), course start or booking 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.  Note: **Equipment purchases will not be paid** unless prior approval has been sought from the Commercial & Operations Manager or Treasurer. | | |  |
| **Total of claim** | | | | **£** |