

# INVERNESS HARRIERS EXPENSES APPLICATION FOR COACHES/OFFICIALS

PLEASE COMPLETE THIS FORM IN FULL GIVING TO APPLY FOR EXPENSES RELATED TO CLUB ACTIVITIES

## PERSONAL DETAILS

<b>First Name</b>		<b>Last Name</b>	
<b>Address</b>			
<b>Email</b>			

**Details of the claim (including dates, where travelling to and details of course attending)**

## EXPENSES CLAIMED

Type of Spend	Amount
Travel Costs	£
Overnight Stay Costs	£
Cost of Course	£
Any other costs incurred	£
<b>TOTAL AMOUNT APPLYING FOR</b>	£

**I certify the above information is correct, and I attached receipts for the above costs**

Name:	Signature:
Date:	

## Approved by

Name:	Signature:
Date:	

## Payment details

Paid by:	Date:
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All applications must be forwarded to [funding@invernessharriers.org.uk](mailto:funding@invernessharriers.org.uk)

Receipts and final claim must be forwarded 21 days after start date of the event/activity claimed for. Late applications, i.e. received after the 21<sup>st</sup> day will not be paid.