



RDA South Region - Expenses Claim Form



INSTRUCTIONS: Enter your expenses in boxes below. When you have finished, sign your name in the "Signature" box and send completed form to treasurer@southregionrda.com. Please attach any supporting documents/receipts.

Name (For a different bank account name please complete the bank details below)	Email	Regional Role	Expenses Ref: (leave blank)		
Date	Brief Description of item or event. <small>For Training claims, also complete the Training Record section</small>	Cost <small>(leave blank if only mileage)</small>	Mileage <small>(Cars £0.45 per mile & horseboxes £0.45 per mile)</small>	Car or Horsebox	Total Claim
Signature:		Total Claimed			

Date(s) of Event	Training Course Name <small>Example: Coaching Course</small>	Candidates' Centre <small>Example: Lambourn</small>	Candidate's Names <small>Example: Joe Smith, Mary Jones</small>	Candidate's RDA Role <small>Example: County Coach</small>

IMPORTANT: If this is the first time you have claimed expenses/costs from RDA South Region, please provide your bank details below.

Account Name	A/c Number	Sort Code