



Kendal Snowsports Club – Expenses Claim Form

This form can be used to claim expenses whilst volunteering in accordance with guidelines stated in the latest version of the **KSC Out-of-Pocket Expense Policy**. Please enclose copies of receipts, circling relevant spends.

Name		
Date		
Date of expenditure	Description of expenditure	Amount claimed
Total amount claimed		
Volunteer signature		
Office use only		
Chair or Vice Chair Authorisation signature		
Date		
Amount paid		
Received by signature		
Notes		