



Please use one form per weekend and attach all receipts. When making an electronic claim you can send scanned copies of your receipts. Please email with your name included in the document file name please. (Expenses Name Date)

Please post to the RS Feva Secretary : Lucy Jameson, 202 Southwood Road, Hayling Island, Hampshire PO11 9QL

e:[secretary@rsfeva.org.uk](mailto:secretary@rsfeva.org.uk)

t: 07834 636096

Name
Description of the claim
Address
Bank Details
Email and contact number
Event /Training Weekend
Date of Event / Training

**Fees**

Coaching	No of Days	Daily Rate	£
Towing	No of Miles		£

**Mileage Not Towing**

From	to	Miles	Total

**EXPENSES**

Subsistence	No of Lunches daily rate £5.00	No of Dinners daily rate £15.00	Total

**Miscellaneous including B and B and Rib Fuel please give clear description.**


<b>TOTAL: FEES &amp; EXPENSES</b>	£
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Authorised by

Date Received			
Reference			
Approved			Date Paid

*Please refer to the UK RS Feva Expenses Policy for full details on claiming*