

Expenses Claim Form Guidance

You can submit a claim using the Expenses Claim Form if you incur out of pocket expenses on behalf of our group in helping:

- on one of our challenge events
- on a challenge event for another group

By doing so you can be reimbursed for helping and it assists the group in obtaining a clearer picture of the true cost of our events/activities.

Claiming for a Dorset LDWA Challenge Event includes

- ✓ Making cakes and the like
- ✓ Travel to do marshal duties
- ✓ Travel to recce a route and write a new route description or update an existing one
- ✓ Travel to check the route description
- ✓ Travel to check premises for use as a checkpoint

Submit your claim using the Expenses Claim Form. **A receipt, which should only include items being claimed for, is essential.** This does not apply when claiming for mileage. If you are unsure whether a proposed claim would be acceptable then contact the treasurer dorset.ldwa.money@gmail.com **before** incurring an expense.

Claiming for another LDWA Group Challenge Event includes

- ✓ Travel to do marshal duties
- ✓ Checkpoint food
- ✓ Meals but not alcoholic drinks

Agreement to claim for expenses for helping another LDWA group on a challenge event must be pre-approved by the committee. If this applies to you then be aware that you should apply to the committee in good time through dorset.ldwa.secretary@gmail.com as the committee only meets a few times a year.

Once approved, if you are unsure whether a proposed claim would be acceptable then contact the treasurer dorset.ldwa.money@gmail.com **before** incurring an expense.

You can fill out the form in one of three ways

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1. Complete the form on your computer by clicking and typing in the grey boxes (using the tab key to move between the grey boxes), then save the completed form. Email the saved form with **a scanned copy of your receipts, which should only include items being claimed for,** to the group treasurer.
2. Complete the form on your computer by clicking and typing in the grey boxes (using the tab key to move between the grey boxes), and then print the completed form. Send the completed form and **your original receipts, which should only include items being claimed for,** by post to the address on the expenses claim form.
3. Print the form, complete it by hand, and send it with **your original receipts, which should only include items being claimed for,** by post to the address on the expenses claim form.

It would help considerably if you submitted your claim within 30 days of the challenge event.