If you incur expenses on behalf of our group, for example supplying “food“ etc or having to travel while marshalling on one of Cornwall & Devon’s challenge events. You are able to submit an expenses claim form.

By doing so, we are able to reimburse you for helping us and the group is able to get a clearer picture of the cost of our events / activities.

If you are unsure whether a proposed claim would be acceptable then please contact the treasurer **before** incurring the expense.

You can fill out the form in one of three ways:-

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 to our Treasurer at [treasurer.cornwallanddevon@ldwa.org.uk](mailto:treasurer.cornwallanddevon@ldwa.org.uk)

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 receipts by post to the address at the bottom of the form.

3. Print the form, complete it by hand, and send it with your receipts by post to the address at the bottom of the form.