

BRITISH SUB-AQUA CLUB



A Company registered in England No. 1417376 and limited by guarantee
Telford's Quay, South Pier Road, Ellesmere Port, Cheshire CH65 4FL

Tel : 0151 350 6200 Fax : 0151 350 6215 e-mail accounts@bsac.com

Expense Claim Form

CLAIM FOR REIMBURSEMENT OF EXPENSES

Please indicate area of expense by using the codes detailed overleaf

Course/ Event Details:	Region:
Submitted by _____	
Address _____	

Postcode _____	

I certify that the above expenses were incurred by me wholly and exclusively on behalf of the British Sub-Aqua Club

Date Submitted _____ Signed _____

IMPORTANT

*Please note that prompt payment will only be made if all receipts are attached and that claims remain within the guidelines provided by the Hon. Treasurer unless otherwise authorised. **Copies of the Expense Guidelines can be obtained from BSAC HQ.** Where limits are known to be insufficient for a specific event/item, this matter must first be discussed with the Appropriate Person at BSAC HQ prior to submittal of an Expenses Claim form. **Reimbursement of expense claims is made by BACS, please Inform HQ if your account details have changed or this is your first claim.***

FOR HQ USE ONLY - please leave blank	
Date received	_____
Checked by	_____
Date processed	_____

Regions:	
Greater London	North East
South East	North West
South	North Scotland
South West	South Scotland
East	Wales
West Midlands	N Ireland
Yorks/ Humber	Channel Isles
Europe	Overseas

