

The Society of the Rotherfield Players

Registered Charity Number 271988

Expenses Claim Form

Reimbursement: Please submit all expense claim forms to the producer of each show **within 14 days of the end of the production.** If the expense is not related to an individual production then please state the reason for the claim and submit the claim to the treasurer.

Mileage Claims: These can be made if related to a designated role within a specific production or an agreed project. All claims must be submitted on this form. Agreement is made to pay 20p per mile for all legitimate journeys, only after the first 10 miles made. Please clarify the reason for the claim and full journey details. These must be signed off by the Producer, Treasurer or Chairperson as per all claims.

Name of production or project

Please list your expenses in the box below and state what they relate to i.e. costumes, stage construction, lighting etc. Receipts must always be included.

Please provide your bank account numbers if this is a first time claim

Your name and address *(please ensure this is legible)*

Signature of claimant

Signature of Producer, Chairperson or Treasurer

Send completed forms to: -

James Gallifant, Brekon, Luxford Road, Crowborough TN6 2PW