

# COUNCIL OF SOUTHERN CAVING CLUBS: EXPENSES RECORD

Name (capitals) \_\_\_\_\_

Address (capitals) \_\_\_\_\_

Please fill in this form to record your expenses.

Each item of expenditure should be listed separately.

If necessary, attach any relevant invoices (these will be repaid direct to that person).

Show against each item of personal cost if you seek repayment or if it is a donation to CSCC.

Send the record to the CSCC Hon. Treasurer.

DATE	EVENT/ACTIVITY <small>eg CSCC Mendip meeting, landowner liaison (state cave), other access admin.</small>	NATURE OF EXPENSE <small>eg car milage/postage/phone calls</small>	CAR MILES <small>@ 25p/mile</small>	COST TO YOU	
				Repay (R)	Donate (D)
<b>TOTALS:</b>					

I confirm that these expenses were incurred in fulfilment of CSCC business.

\_\_\_\_\_ (signed)

\_\_\_\_\_ (date)