ESSEX TENNIS

Essex Tennis Expense Claim Form

Event	Venue	Date of Claim
Claimed By	Authorised by	

Date	Details of Expenses and Allowances claimed	No Days/Hrs	No Miles	Total Claim	VAT	Net Cost	Coding
Sub total							
Less Deposits and advances made by ECLTA							
Claim Payable							

Payment Detail	Cheque or Direct		
Account Name		Bank	
Postal Address		Account Code	Sort Code

Note: For County Training each session to be on a separate line
VAT Receipts must be included