



One Act Play Festival
EXPENSES CLAIM FORM
District, Divisional, and Scottish Finals

Applies to Open and Youth Festivals

Club Name :	<input type="text"/>	Club contact:	<input type="text"/>
Festival Venue :	<input type="text"/>	Address:	<input type="text"/>
Date :	<input type="text"/>		<input type="text"/>
For BACS payment enter account details	Account Name :	Phone:	<input type="text"/>
	Sort Code :	Email:	<input type="text"/>
	Account Number :		

Expenses Detail

<i>Category</i>	<i>Receipted expenses</i>	<i>Office Use</i>
<i>Royalties up to £75</i>	£	
<i>Scenery Transport up to £100 per day</i>	£	
<i>Scenery Ferry Costs</i>	£	
<i>Claim Total</i>	£	

Notes:-

1. The National Committee has determined that ferry costs necessarily incurred in transporting scenery will be met in full. In practice this is for a van plus driver.
2. Receipts are required for all expenditure for which a claim is being made.

District/Divisional Festival expenses : Return this claim form and all relevant receipts to your District /Divisional Treasurer not later than 14 days after the Festival performance.

Treasurer Name/Address:

<input type="text"/>
<input type="text"/>

Scottish Final Festival expenses : Return this claim form and all relevant receipts to HQ@drama.scot.

Postal address:- SCDA, Stirling Enterprise Park, John Player Building, Stirling FK7 7RP,

Expense claims must be submitted not later than 14 days after the Festival performance. Claims will not be considered if sent after these dates.

Scottish Community Drama Association