



Evesham Ramblers - Recce Travel Claim

Walk Details

Date of Recce

Date of Walk

Name of walk

Bank Account Details

Full Name on Bank Account

Sort Code

Account Number

Please tick the amount claimed

☐	£5 - 10 miles or less travelled
☐	£10 - more than 10 miles travelled

Please email completed form to Simon.keir@btinternet.com

Evesham Ramblers – Travel Claim Form for Recce

1. Walk leader to agree the date of the scheduled walk with Simon Keir.
2. Walk leader to complete expenses form after the recce.
3. Simon to approve details of walk before forwarding to Treasurer.
4. Treasurer to complete Bacs to Walk Leader.
5. Treasurer to update accounts for committee meeting and keep records of expenses.

Charity Number 1093577