



British Foosball Association

Table Football ... Foosball ... Babyfoot in the UK

Expense Claim Form

Step 1 - Claim details - complete by applicant

Claimant name	<input type="text"/>	Contact number	<input type="text"/>
Claimant address (for cheque)	<input type="text"/>	Contact email	<input type="text"/>
General Comments	<input type="text"/>		
	[add explanation / reason for claim / specific request or instruction etc here]		

Date	Description of expense (or income)	Cost Code	£ Amount (+ve = expense, -ve = income)
09 September 06	Expert challenge expenses	BFA700	£200.00
TOTAL CLAIM			£200.00

SEND FORM COMPLETED TO THIS STAGE + SUPPORTING RECEIPTS TO:

Primary contact : richard@britfoos.com ; backup : jude@britfoos.com
 OR post to: Richard Thomson, Flat 4 Wooster Place, 40-41 Searles Road, London SE1 4YX

Step 2 - Claim approval - to be completed by BFA Authorised Signatory

Committee member	<input type="text" value="Richard Thomson"/>	Is claimant?	<input type="text" value="no"/>
Receipts checked (details)	<input type="text"/>	BritFoos: Expenses detailed	<input type="text"/>
Signed	<input type="text"/>	Date	<input type="text"/>

SEND FORM COMPLETED TO THIS STAGE + SUPPORTING RECEIPTS TO:

Treasurer : john@britfoos.com
 OR post to: John Worthington, 3 Elm Tree Rise, Hampton in Arden, West Mids, B92 0AG

Step 3 - Claim authorisation - to be completed by BFA Treasurer

Committee member	<input type="text" value="John Worthington"/>	Is claimant?	<input type="text" value="no"/>
Receipts checked (details)	<input type="text"/>	Expense checked to BritFoos	<input type="text"/>
Signed	<input type="text"/>	Date	16/06/2006

NOTE: Treasurer to print, sign and keep hard copy of expenses as record of claim together with receipts