



One Act Play Festival
EXPENSES CLAIM FORM

Divisional / Scottish Finals Festival

Applies to Open and Youth Festivals from 1st Jan 2017

Club Name :	<input type="text"/>	Club contact:	<input type="text"/>
Festival Venue :	<input type="text"/>	Address:	<input type="text"/>
Dates :	<input type="text"/>		<input type="text"/>
		Phone:	<input type="text"/>
		Email:	<input type="text"/>

Expenses Detail

Category	Receipted expenses	Office Use
Royalties up to £50	£	
Scenery Transport up to £100 per day	£	
Scenery Ferry Costs	£	
Claim Total	£	

Notes:-

1. At its September 2016 meeting, the National Committee 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

Divisional Festival expenses : Return this claim form and all relevant receipts to your **District Treasurer**

Name/Address:

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

not later than 14 days after the Festival performance.

Scottish Final Festival expenses : Return this claim form and all relevant receipts to
headquarters@scda.org.uk
Postal address:- SCDA Headquarters, Suite 88, Stirling Enterprise Park, Springkerse,
Stirling FK7 7RP, **not later than 14days** after the Festival performance.
Expenses claims will not be considered if received after these dates.