



One Act Play Festival

EXPENSES CLAIM FORM

District / 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

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

District Treasurer

Treasurer Name/Address:

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

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,

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