



# 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"/>
Dates :	<input type="text"/>		<input type="text"/>
It may be possible to pay by BACS.	Sort Code		<input type="text"/>
Please optionally enter account details	Account No.	Phone:	<input type="text"/>
		Email:	<input type="text"/>

### **Expenses Detail**

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

### **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/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 [headquarters@scda.org.uk](mailto: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**