



*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"/>
Date :	<input type="text"/>		<input type="text"/>
<b>For BACS payment enter account details</b>	Account Name :	Phone:	<input type="text"/>
	Sort Code :	Email:	<input type="text"/>
	Account Number :		

**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

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**