**CSSC Malvern & Worcester Area Association**

**£10.00 Refund form - 2020**

This form should be completed if you have spent money on a sporting or leisure event and wish to apply to claim back up to a maximum of £10.00 once per quarter from the CSSC to cover costs incurred. A receipt for the event/activity MUST be attached. Please bear in mind the subsidies are limited and may run out before you send in your claim

|  |  |
| --- | --- |
| CSSC Membership number is:  **(must be provided & starts with 3)** |  |
|  |  |
| Employing Department is: |  |

|  |  |
| --- | --- |
| The event and quarter I am claiming for is: |  |

Please complete:

|  |  |
| --- | --- |
| Name |  |
| Address |  |
|  |
| E-mail |  |
| Telephone |  |
| Dated |  |
| Signed | **I confirm I am a member of Malvern & Worcester Area CSSC and will not claim for this from any other source** |

All requests for funding will be reviewed by the committee and if criteria met, a subsidy will be paid.

Please return this form by **email to [treasurer.malvern&worcester@csscvolunteer.co.uk](mailto:treasurer.malvern&worcester@csscvolunteer.co.uk) (with scanned proof of expense) or post to** **CSSC, 15 Broadway Road, Evesham, WR11 3NB with receipt** - note each member may only claim up to £40 in a calendar year. The treasurer reserves the right to only pay claims at the end of each quarter (end March, end June, end September & end December) and all claims must be received within one month after the relevant quarter).

Please **enclose either an SAE for payment (**a deduction will be made if no SAE is received**) or provide the following details so you can be paid by bank transfer -**

|  |  |
| --- | --- |
| Account Name | Reference (this will appear on your bank statement)  CSSC |
| Sort Code | Account Number |

(For Treasurer’s Use only)

|  |  |
| --- | --- |
| Date paid: | BACs/Cheque number: |