**Non Event Expenses Or**



**Event Officials (post event) AND Donation**

Event Official: use this form if you did not get paid cash by the Organiser at the event. Send to the Treasurer, who will pay you in full and you are invited to make a voluntary donation; you can do this now.

**Claimed by:** **………………………………….. date .................**

**Position: Controller/ Planner/ Equipment Officer/Organiser/ Mapper/ Caterer ................................**

*For the club to claim gift aid we need to pay you 45p per mile (50p with a passenger) and we prefer you to make a voluntary donation of 12p/17p per mile. To meet the legislation we need to show these as two transactions: the club paying you expenses and you making a cash/cheque/ bank transfer donation. If you prefer not to claim any mileage, the club can get full gift if you claim and donate. Gift aid claimed will be 25% of your donation.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Item (please attach receipts)** | **Purpose** | **no.** | **£ per mile** | **amount** |
| 1 |  |  |  | 0.45 |  |
| 2 |  |  |  | 0.45 |  |
| 3 |  |  |  | 0.45 |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 | Large event volunteer allowance |  |  |  | 8.00 |
|  | Paid to Volunteer |  |  | **Total** |  |

**Please give your first name……….....…….. your surname …………………………**

**your sort code ………….. and account number ………………if you want a direct payment (**and have not notified the Treasurer already**).**

**Amount I have paid to the club**

|  |  |  |
| --- | --- | --- |
| Recommended Voluntary Donation | | |
| Part rate donation | £0.12 |  |
| Part rate donation (with passenger(s)) | £0.17 |  |
| Full rate donation (also use if you are not claiming mileage) | £0.45 |  |
| Full rate donation (with passenger(s)) | £0.50 |  |
| Total Sent to club bank account |  |  |

Club’s bank account is 09-01-54 74893286 or if by cheque please make payable to "Leicestershire Orienteering Club".