



Wimbledon and Wandle District Scouts
Reimbursement Form for Additional Training



Before filling this in please note:

Claims for reimbursement must be made **in the calendar year** during which the course took place. The process for reimbursement is simple:

1. Pay for the fees and get a receipt
2. Attend the course and get a course completion certificate
3. Fill in this application form, get your Key Manager's signature and return to the address below with a **stamped addressed envelope, a photocopy of the receipt and a photocopy of the course completion certificate or scan the receipt and certificate and e-mail as below**
4. Wait for the cheque to arrive **or** see the money in your nominated account.

Name:	
Address:	
Scout Role:	
Group/Unit:	
Type of Training:	
Dates of Course:	
AMOUNT CLAIMED*	
<p><u>EITHER</u> To whom is the cheque payable? To whom should it be sent? Name and Address please.</p>	
<p><u>OR</u> BANK DETAILS For transfer direct to your nominated account</p>	Sort code - - Account No. Account Name
Signature:	
Key Manager Signature:	

*Amount claimed may be less than the amount on the receipt

When completed send to: Alison Edwards
 1 Wilkins Close
 MITCHAM
 CR4 3SA
OR e-mail: Alison.Edwards@local.gov.uk

FOR DISTRICT USE:

Approved by LTM:	
Paid by Treasurer:	