



**Court and Equipment Hire
2019**

Claim for Expenses

Sage Ref:
Date Rec'd
Club

CA Tournament/Event:
Held at:
Dates:

COURT HIRE

£34 per dayCourts.....Days = £.....
Courts.....Days = £.....
Courts.....Days = £.....

OTHER EXPENSES (See notes 1 & 2 below)

Details £.....

TOTAL DUE FROM CA £.....

Name to whom the Cheque should be made payable:

Signed:.....Secretary Date:

Name and address to whom the cheque should be sent:

(please write clearly, with the full address, as this will be used in a window envelope to return the Club's expenses)

Notes:

1. The accepted practice is to pay for the lunch, tea and reasonable travel expenses of the manager, except AC Eights.
2. Small disbursements, up to £7 are allowed, but a claim for any other expenses must be approved by the Chairman of the CA Tournament Committee.
3. In general, double-banking should be used throughout, and the claim should be for the number of courts actually used. Claims for short croquet events are to be made at 50% of the full rate.
4. Please do not deduct court and equipment hire fees from any monies which may be due to the CA (EG entry Fees): the full amount of the latter should accompany this claim form.
5. Claims will be settled as soon as possible on receipt; in the case of clubs which are VAT registered, a VAT invoice should accompany this form.
6. **Claims must be submitted to the CA by 30 November. Claims received after that date will not be paid.**
7. Once completed, please send this form to The Croquet Association, Old Bath Road, Cheltenham, GL53 7DF