

Stratford on Avon BSAC

Instructor expenses claim form

This form must be completed in full by the claimant. It must then be signed and submitted to the Club's Treasurer, accompanied by receipts demonstrating actual costs incurred. Claims must be submitted within 30 days.

| | |
|--|----------------------|
| Trip date | <input type="text"/> |
| Instructor | <input type="text"/> |
| Instructor grade | <input type="text"/> |
| Supervising instructor (required for AOWI) | <input type="text"/> |
| Dive site | <input type="text"/> |

Instructor's signature

| Expenses claimed | Actual |
|-----------------------------------|----------------------|
| Dive site entry | |
| Cost (supported by receipt) | <input type="text"/> |
| Air fills | |
| Number of fills | <input type="text"/> |
| Total cost (supported by receipt) | <input type="text"/> |
| Mileage | |
| Vehicle Reg | <input type="text"/> |
| Miles | <input type="text"/> |

| Training dives conducted | Number of dives | |
|--------------------------|----------------------|--------------------------|
| | Trainee | Training done (e.g. OO3) |
| Dive 1 | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | <input type="text"/> |
| Dive 2 | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | <input type="text"/> |
| Dive 3 | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | <input type="text"/> |

If at all possible, please use the Excel electronic version of this form rather than this print version

Treasurer's use