GUILD OF DEVONSHIRE RINGERS: EDUCATION FUND
Reimbursement of Training Expenses

EXPENSES FOR A BRANCH TRAINING EVENT

Branches can claim assistance with training expenses under the reimbursement scheme up to a predetermined maximum, currently set at £75.00 per branch per annum. There is a limit of 12 events per annum, these to be specific training events which are arranged in addition to normal branch practices. The Treasurer requires to know the date, venue, type of event, and details of costs. It would be anticipated that participants (students) should pay a donation, for example 50p. towards the costs of an event. The Guild will reimburse expenditure not covered by participant donations of up to £5.00 towards a donation to a tower used for a training event, plus admin costs supported by details and receipts where possible. Branches may claim either on a six monthly or annual basis. The final claim for the year is to be with the Education Officer by the 2nd Saturday of January.

EXPENSES FOR RESIDENTIAL TRAINING COURSES

Assistance for residential training courses is to be assessed on an individual basis; claims are to be made via the Guild Education Officer and if approved will be reimbursed by the Guild direct.

Submitted by …….. Date ……..

Approved by Education Officer ……. Date …….

Approved by Treasurer …….. Date ……..

Date	Venue	Event description	Tower donation	Admin costs	Participant donations	Amount claimed

TOTAL CLAIMED [ ]