

Challenge Events Registration fee claim form

! To be completed by event participant

Claimant name: _____

Event name: _____

Event date: _____

Bank account number: _____

Bank sort code: _____

Full event registration fee (£): _____

Amount claimed (£): _____

Comments (if required): _____

Claimant declaration

I have attached receipts/proof of purchase I have attached proof of bank details

I have made my supporters aware that a portion of their donation will be used to reimburse event registration costs, with a minimum agreed percentage going to help people affected by cancer

Signed: _____ Date: _____

Please email your completed form to triathlon@macmillan.org.uk or post your form to the address overleaf

! To be completed by the Challenge Events team

Supporter ID: _____

Total Income raised: _____

Agreed cost percentage for event: _____

Agresso Information

Supplier ID: 2999991 _____

Amount: _____

Cost Centre: _____

Activity: _____

Company: _____

Challenge Events declaration

All T&Cs have been complied with: _____

The amount refunded does not exceed the agreed percentage for the event: _____

Confirmed by: _____

Date: _____

Note to expenditure team: please process this claim for reimbursement of event registration costs using the coding information provided. If no coding information has been provided, please direct to workflow department "CEUKO"

Instructions for completion

This form can be used by Macmillan Challenge Event participants to claim back the cost of their event registration fee where:

- This has been agreed in advance as part of the Terms & Conditions
- All supporters have been informed that a portion of their donation will be used to cover the costs of participating in the event (with a minimum percentage going to help people affected by cancer)
- The participant paid for the cost of their event registration fee themselves, and provides proof of purchase

The participant should complete the top section of the form. Most of the form is self explanatory, but please note:

- Claimant name: please give your full name, ensuring it is the same name you used when signing up to the event
- Event name: please use the full official event name
- Wherever possible Macmillan seeks to make payment via BACS. In exceptional circumstances, payment by cheque may be requested if so please clearly indicate this in place of bank details
- The bank account provided must be in the claimants name
- You must provide proof of bank details in one of the following forms:
 - a. A voided paying in slip
 - b. A voided cheque
 - c. A copy of your bank statements showing the account name, account number, and sort code
- Please enter the full amount of the event registration fee, and separately enter the amount you are claiming (even if you're claiming the full amount). The amount you can claim will be the lower of the cost of the registration fee or the pre-agreed percentage of your fundraising total.

The completed claim form should be printed, signed, and either:

- Scanned and emailed to triathlon@macmillan.org.uk
- Posted to Challenge Events, Macmillan Cancer Support, 3rd Floor, Bronze Building, The Forge, 105 Sumner Street, London, SE1 9HZ

Please remember to include your proof of purchase and proof of bank details.

The Challenge Events team will verify that the amount claimed is in line with the agreed terms, and pass it to Macmillan's Expenditure Department for processing and payment.

If you have any queries regarding your form, please contact the Challenge Events team.

