

**Expense Claim Form**

The Treasurer can approve expenses of up to £100.00 with receipts  
 Expenses over this amount must have prior approval by the Committee

Date	Details of Expenditure	Amount	
		£	P
<i>Please attach receipts behind the form</i>		<b>Total Claim</b>	

**Claimants Details**

Name ..... Signature .....

( BLOCK LETTERS PLEASE )

- Please credit my Bank Account --->
- OR
- Please pay by Cheque

Sort Code	
Account No	
Account Name	

*(Please indicate selection by tick in appropriate box)*

*Treasurers use only*

Bank Transfer date ..... Approved by .....  
 or Cheque No ..... (Treasurer)  
 Date .....