

Expense Claim Form

The Treasurers can approve expenses of up to £100 with receipts
Expenses over this amount must have prior approval of the Committee

Date	Details of Expense	Amount (£)
Total Claim		

Claimant's Details

Name

(BLOCK LETTERS PLEASE)

Signature

☐

Please credit my Bank Account --->

☐

OR

Please pay by Cheque

(Please tick box as appropriate)

Sort Code

Account No

Account Name

Spreadsheet
Format

Social Account: e-mail with scanned receipts to treasurer.thorleyu3a@gmail.com

Current Account: e-mail with scanned receipts to treasurer2ic.thorleyu3a@gmail.com

Paper
Format

Submit printed form with receipts to Treasurer or Assistant Treasurer.

Treasurers use only

Bank Transfer date
or Cheque No

Approved by
(Treasurer)

Date