



Expenses Claim Form

Name

Please pidge to T Davies.

Date

Receipt Number	Date on Receipt	Description	Payee	Amount (£)

Notes:

- ◆ All receipts should be numbered and included with the claim form.
- ◆ 'Payee' means 'to whom the money was paid' eg. Tesco if you bought food.

TOTAL

For Treasurer's Use.
