



# Expenses Claim Form

Name

Please pidge to Thomas 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.
- ◆ Please sign and date all claims.
- ◆ Expenses will generally be paid by cheque.

TOTAL

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|----------------------|
| For Treasurer's Use. |
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