

**GD1 FORM****GILLINGHAM DISTRICT SCOUT COUNCIL  
EXPENSES CLAIM**

To: The District Treasurer

**Please reimburse the sum of £**.....

Name.....

Appointment /Section.....

Address.....

**In respect of expenses incurred during the period from**..... **to**.....

EXPENDITURE HEADING	Activity/Reason	£	p	DETAILS OF VOUCHERS ATTACHED
1) Postage				
2) Stationery				
3) Photocopying				
4) Travelling				
5) Other (specify)				
Total		£		

Signature.....

Date.....

Approved for payment by: District Management Team.....

**Prior approval for expenditure on any Capital items must be obtained from the District Executive.****FOR TREASURER USE**

DATE:

CHEQUE NO:

PAYABLE TO:

AMOUNT: