

EXPENSES CLAIM

To: District Treasurer

Please reimburse the sum of £.....

Name.....

Appointment / Section.....

Email address.....

DISTRICT TREASURER USE

Date paid:

Payable to:

Amount:

Expenditure heading	Activity/Reason	£	p
1) Postage			
2) Stationery			
4) Travelling (car travel @ 45p per mile)			
5) Other (specify)			
Total		£	

All payments are made by BACS. Please give your account details below:

Account name..... Sort code..... Account number.....

Signature..... Date.....

Approved for payment by District Management Team:

Prior approval for expenditure on any Capital items must be obtained from the District Trustee Board.