

Gillingham District Scout Council  
**EXPENSES CLAIM**

<b>DISTRICT TREASURER USE</b>
Date paid:
Payable to:
Amount:

To: District Treasurer

Please reimburse the sum of £.....

Name.....

Appointment / Section.....

Email address.....

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

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.

