

Leyland St.Andrew's PCC

Expenses Claim Form

To the Treasurer:

From:	Date:
Please pay to:	

For the following items:

	Activity	Item	£.pp
1			
2			
3			
4			
5			
6			
7			
Total:			

Signed:

Authorised:

Approved:

Paid:

Date:

Date:

Date:

If you follow these simple guidelines, it will speed payment:

1. Please date the form at the top right so the Treasurer knows how long the person has been waiting for payment.
2. Please attach receipts or equivalent documentation
For all expenses other than mileage.
3. If this is a first claim, please provide bank details to the Treasurer:
account name
account number
sort code
4. Under "Activity" please write what the item was used for
e.g. "Kidzone", "@9", "GNG", "Men's Weekend", "Mission".
5. The person making the claim should sign where it says "signed".
6. Please get the form authorised before sending it to the Treasurer:
7. Forms can be authorised by the relevant budget-holder
or a church warden or a congregational leader.