

Reimbursement claim form

Claim details:

Claimant name:			
Claim amount:	£		
Description of spend:			
Declaration:	I confirm that these expenses were incurred by me on behalf of the church and any personal spend has been marked and removed from the claim:		<input checked="" type="checkbox"/>
Date:			

Receipt details:

Number of Receipt(s) attached?

	Receipt from	Receipt Date	Description	Amount (£)	Classification*
1					
2					
3					
4					
5					
Total:					

*Classifications: PROPERTY, GENERAL, YOUTH, MESSY CHURCH, SIZEWELL

Reimbursement method

(tick as appropriate)

Bank Transfer

(Receipts and form to Emma Bowyer)

Bank details already supplied? Y/N

(if not, please supply separately)

Cheque

(Receipts and form to John Mellish)

Payable to: _____

Cash

(Sunday am, as offering counted)

I confirm cash received:

Signed: _____

Date: ___/___/___

Internal Use

Date paid: _____

Reference Number: _____

Cheque Num: _____