



EXPENSE CLAIM FORM

Please attach all receipts to this form. Expenses can not be claimed without receipts.

Expenses must have been approved or ratified in advance. Failure to comply may result in no reimbursement being paid.

The Treasurer and another Executive Committee member must countersign sign all claims.

CATEGORY	CONCERT	FURTHER DETAILS	AMOUNT

TOTAL CLAIM

CATERGORIES INCLUDE:

Advertising, Accommodation, Catering, Gifts, Library Hire, Library Printing, Library Postage, Programme Printing, Newsletter Printing, Newsletter Postage, Transportation Hire, Transportation Consumables, Miscellaneous (full details must be given).

CLAIMER PRINT NAME

CLAIMER SIGNATURE

DATE

EXECUTIVE PRINT NAME

EXECUTIVE SIGNATURE

DATE

TREASURER PRINT NAME

TREASURER SIGNATURE

DATE

TREASURER'S USE ONLY	CHEQUE DETAILS	RECEIPTS
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