



EXPENSE CLAIM FORM

NOTES:

- Claimant should take completed form, with receipts attached, to Treasurer for Authorisation. Authorised forms should be passed to the Finance Office for processing.
- Cheque payment will be processed within 1 week of receipt of completed form

Claimant's details:		
NAME: _____ DATE: _____		
EVENT: _____		
Details:	Amount	
<i>(full description of goods/services)</i>	£	p
Total value of claim		
Claimant's signature: _____		

Processed by Finance Officer:	
Signature: _____	Date: _____
Authorised by Treasurer:	
Signature: _____	Date: _____
Authorised by School Business Manager:	
Signature: _____	Date: _____
Cheque Number : _____ Date: _____	