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: |
| 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** **Cheque** **Cash**

(Receipts and form to Emma Bowyer) (Receipts and form to John Mellish) (Sunday am, as offering counted)

Bank details already supplied? Y/N Payable to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ I confirm cash received:

(if not, please supply separately) Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_

Internal Use

Date paid:\_\_\_\_\_\_\_\_\_\_\_ Reference Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cheque Num:\_\_\_\_\_\_\_\_\_\_