

**Expenses Claim Form**

Name: Address:

Postcode: Email or phone: Bank Details

**Name of account holder: Sort code: Account number: Expenses** (receipts for each payment with transaction date must be attached; if no receipt please say why)

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| --- | --- | --- |
| **Date** | **Description** | **Amount (£)** |
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| Continue on second sheet if required.  **Total: £** | |  |

I confirm this is a true and accurate record of expenses I have incurred on behalf of Serpentine RC.

Signed: Date:

Name of authorising committee member:

Email completed form to: [hon.treasurer@serpentine.org.uk](mailto:hon.treasurer@serpentine.org.uk)

**Club use only:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date received | Checked | Date paid | Cheque number | Posted |
|  |  |  |  |  |