

## Expenses Claim Form

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_ **Postcode:** \_\_\_\_\_

**Email or phone** (in case of query): \_\_\_\_\_

**Bank Details** (if incomplete you will be sent a cheque; this takes longer to process)

**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)

Date	Description	Amount (£)
Continue on second sheet if required.		<b>Total: £</b>

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** (if required): \_\_\_\_\_

**Send completed form to:**  
**Rhiannon Needham**  
**54 Smeaton Court, 50 Rockingham Street**  
**London, SE1 6PF**  
[hon.treasurer@serpentine.org.uk](mailto:hon.treasurer@serpentine.org.uk)

**Club use only:**

Date received	Checked	Date paid	Cheque number	Posted