

Expenses Claim Form



This form is to be used by individuals claiming expenses. Any expenses should be claimed within 3 months and any receipt supporting the claim should be attached to this form.

Completed forms should be returned to the treasurer via the parish office.

| Date | Item purchased | Reason for purchase | Amount |
|-----------------------------|----------------|---------------------|--------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total amount claimed | | | |

Name:

Signature:

Cheque to be made payable to:

Date:

Expenses reimbursed

Cheque no.

Date:

Signature: