

MAGHULL RAMBLERS EXPENSES FORM

This form is to be completed by Maghull Ramblers members who need to claim expenses that they have purchased or for services on behalf of the club from their own funds and wish to reclaim the costs.

Date			
Claimant Name			
Claimant Address			
Sort Code		Account Number	
Name of Payee on Bank Account			
Bank Name			

Please indicate if you prefer a bank transfer or a cheque: Bank Transfer: Cheque:

Item	Date	Description	Details EG No of Miles, Parking, Public Transport	Amount £ : p Mileage claims value to be completed by Treasurer		Approved By:
1						
2						
3						
TOTAL OF CLAIM						
Signature of Claimant						

Either a paper copy can be completed and submitted to:

- **The Treasurer, Jackie Cumiskey**

Or an electronic copy can be completed and forward to

- **Maghullramblers@hotmail.com**

In all cases supporting receipts or invoices must be attached or scanned into the email.

<i>To be completed by Treasurer</i>		NOTES:
Payment approved by		
Payment authorised by		
Payment date		
Payment made via		
Bank transfer	Reference:	
Cheque	Number:	