Girlguiding Gloucestershire Expenses Claim Form

Please only complete the grey sections of the form above. Please complete all boxes in the first section or your repayment may be delayed. Receipts for all entries in the 'other expenses' section must be provided.

If you have more than one role or need to claim against more than one event, please complete a separate form for each budget.

In order for this claim to be paid, the budget holder must sign off the form before it goes to the Finance Officer for payment. This signature can be a physical signature on a printed copy of the form or typed into the electronic form by the budget holder and forwarded to treasurer@girlguidinggloucestershire.org.uk.

Name:		Membership Number:	
Budget:		Budget Holder:	
Bank:		Date Claim Submitted:	
Account No.:		Sort Code:	
(Bank details are only required above if this is your first claim or you have changed the bank details we need to pay your expenses to. If the details are not entered then we will use the details we have on record.)			

Signed:		(Budget Holder)	Date:	

Mileage Claim

Date	Journey	Reason	Miles	Claim
EXAMPLE	Home -> Deer Park -> Home	County Exec Meeting	30	£13.50
		MILES TOTAL @ 45p per mile		

Other Expenses

Date	Purchased from?	What did you buy?	N/A	Claim
EXAMPLE	Tesco	Milk & Biscuits for County Exec		£2.50
		OTHER EXPENSES TOTAL		

TOTAL EXPENSES TO PAY