

Girlguiding Gloucestershire Expenses Claim Form

Information:

Please only complete the grey sections of this form.

Please complete all boxes on this first page 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 approve your expenses before it goes to the Treasurer for payment. This signature can be a physical signature on a printed copy of the form, or an electronic signature can be provided where the budget holder forwards the form to the Treasurer with a clear message in the email that the expenses have been approved.

| | | | |
|---------|--|-----------------------|--|
| Name: | | Membership Number: | |
| Budget: | | Budget Holder: | |
| Bank: | | Date Claim Submitted: | |

| | | | |
|--|--|------------|--|
| Account No.: | | Sort Code: | |
| Have these details been updated since you last made a claim? | | | |

PLEASE NOTE: If it has been more than 12 months since you last made a claim, then we will no longer hold your details on record.

Summary of Claim:

| | | |
|---|---|--------------|
| Total miles @ 45p per mile (See Mileage page for full details) | 0 | £0.00 |
| Total other expenses (See Other Expenses page for full details) | | £0.00 |
| TOTAL EXPENSES TO PAY | | £0.00 |

Approval:

| | | | | |
|---------|--|-----------------|-------|--|
| Signed: | | (Budget Holder) | Date: | |
|---------|--|-----------------|-------|--|

Donating expenses to Girlguiding Gloucestershire and Gift Aid:

If you wish to donate part or all of your expenses to Girlguiding Gloucestershire rather than claiming it, then please complete this section. Otherwise, please leave it blank. If you choose to make a donation and have not already signed up for Gift Aid, then please complete the form on the county website and return it with your expenses form. Thank you.

| | |
|---|--|
| I wish to donate the following amount to Girlguiding Gloucestershire: | |
|---|--|

