# GNC Logo_white background

# General Expenses Claim Form

This form should be completed & sent to the GNC Treasurer ([SamBingham79@hotmail.com](mailto:SamBingham79@hotmail.com)) along with any relevant receipts.

Copies of this form can be downloaded from the club website.

**Name of individual claiming:………………………………………………………**

|  |  |  |
| --- | --- | --- |
| **Description of Expense** (Stamps, Trophies, Petrol etc.)  \* Petrol claims are at 25p/mile and should show mileage, journey, reason | **Date** | **Claim** |
| 1. |  | £ |
| 2. |  | £ |
| 3. |  | £ |
| 4. |  | £ |
| 5. |  | £ |
| 6. |  | £ |
| 7. |  | £ |
| 8. |  | £ |
| 9. |  | £ |
| 10. |  | £ |
| Total Monies Owed |  | **£** |
|  |  |  |
| Please provide details of the account to be credited | **Sort Code** | **Account** |
|  |  |

## Submitted by: Counter signed by (name & signature): Date Submitted: Date of counter signature:

**To be completed by Treasurer:**

## Paid by Treasurer : \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Paid As : Bacs / Cash / Cheque / Other

Expense Claim No: \_\_\_\_\_\_\_\_\_\_   
Receipt No: \_\_\_\_\_\_\_\_\_\_

Cheque No: \_\_\_\_\_\_\_\_\_\_