

Central England Area Quaker Meeting
[Name of Meeting, Committee or Branch]
Expenses Claim Form

Name:
Period covered:

General expenses including bus or train travel

Date	Item	Cost	Receipt y/n	Authorisation for this expense*	Notes
Total					

* authorisation may include reference to your role (e.g. Overseer, Librarian, member of Premises Committee), a Minute of a Business Meeting or Committee, or approval by line manager (name). Employees must have prior approval from their line manager.

Signed by claimant	date
Payment authorised by (signature)	date

<i>Payment method preferred (tick)</i>			
Cheque	<input type="checkbox"/> Electronic transfer		
If electronic transfer preferred, please supply		bank sort code	account number

Central England Area Quaker Meeting
[Name of Meeting, Committee or Branch]
Mileage Claim Form

Name:
Period covered:

Date	Milometer reading			Details of journey	Purpose	Authorisation
	Start	Finish	Total miles			
Total Miles:			Amount claimed:			

* authorisation may include reference to your role (e.g. Overseer, Librarian, member of Premises Committee), a Minute of a Business Meeting or Committee, approval by line manager (name). Employees must have prior approval from their line manager.

Signed by claimant	date
Payment authorised by (signature)	date

Payment method preferred (tick)			
Cheque	Electronic transfer		
If electronic transfer preferred, please supply		bank sort code	account number