

**Central England Area Quaker Meeting**  
**Area Meeting / Local Meeting**  
**Expenses Claim Form**

Name:
Period covered (if relevant):

***General expenses including bus or train travel***

Date	Item	Cost	Receipt Y/N	Authorisation for this expense*	Notes
	<b>Total</b>				

\* authorisation may include reference to your role (e.g. Pastoral Friend, 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 if the amount is above the locally-agreed limit. (See Guidance on Expenses claims)

Signed by claimant	date
Payment authorised* by (signature)	Date

<b><i>Payment method preferred (tick)</i></b>			
Cheque	Electronic transfer	Sort code	Acc. No.