

Friends of St George Park

Expense Repayment Claim

Version: v01

1. Fill in and sign this form to request repayment of money you have spent on behalf of the Friends.
2. Attach supporting receipts or invoices.
3. Amounts over £25 are usually paid by bank transfer, please give bank details below.
4. This form must be approved by the Chair or Secretary or Treasurer **BEFORE** payment is made.
5. Approval cannot be by the person claiming the repayment.

Claimed By

Date	Description	Receipt? Yes / No	Amount (inc. VAT)	<i>Treasurer Only Allocated To</i>

Total Amount

To donate (and not claim) part of the cost, enter the donation here

Total Claimed = Total Amount minus any donation

Comments (For amounts over £25 or if you want payment to your bank, give a bank account name, sort code and account number. Give an email address if you want us to tell you when we have made payment.)

Sign and date this form to confirm the the money you are claiming was spent on behalf of Friends of St George Park in accordance with the Objects of the group.

Signed:	Date:
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Approved By: (please sign & print name)	Date:
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Treasurer Use Only:

Date Received:	Reference:
Date Paid:	Reference: