



EAST MAINS BAPTIST CHURCH

CLAIM FOR REIMBURSEMENT OF EXPENDITURE

NATURE OF EXPENDITURE (describe each item of expenditure and individual costs)

AMOUNT OF EXPENDITURE

£

DATE

/ /

Claimant Name

Claimant Signature

Sort Code

Bank Acc

Dept Leader Name

Department Leader Signature

ALL EXPENDITURE SHOULD BE SUPPORTED BY VAT RECEIPTS. PLEASE ATTACH TO THIS FORM