

General Expense Claim Form

Name

Date	Expense detail	Amount
Subtotal		
Total		

Signature of claimant

Date

Please add X for: Cheque payment

BACS Payment*

NB Payments by BACS can be reimbursed more efficiently and quicker than cheque payments

Cheque payable to:

Bank Details for BACS Payment (first claim only)

Sort Code

Account number

Please attach receipts and return this form to the church office.

If you have any queries regarding this form, please contact David Strickland (treasurer@cranleigh.org.uk).

For CBC admin use only

Claim approved by

Date

Date of BACS Payment

Cheque No.