



Pathhead & District Community Association SCIO
 The Community Hall
 11 Main Street
 Pathhead
 EH37 5PZ
www.pathhead.info

Expenses and purchases reimbursement claim form

Receipt	Item		Amount
Total			

I claim reimbursement of the above out-of-pocket expenses and/or purchases which were actually, necessarily, reasonably and incidentally incurred by me in promoting the purposes of the Charity.

Once approved I would like the reimbursement to be:

- made immediately (*tick as appropriate – see Policies & Procedures for more details*)
- deferred until the end of the Charity’s financial year

Please make the reimbursement by: cash (*less than £20 only*), cheque, BACS (*on-line*)

For reimbursement by BACS my bank sort-code is:

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And my 8-digit account number is:

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Name: (*Print*)

Approved: (*Print*)

Signed:

Signed:

Date:

Date:

Notes on Completing the Form

- Please provide original point-of-sale vouchers for all expenditures, wherever possible.
- Identify each sales voucher, receipt, etc with a unique manner

Please remember to SIGN & date the form above. The date should be the date when you make the claim, not the date when the expenses were incurred.

If you have any problems or queries please contact the Treasurer.