# EXPENSES CLAIM FORM

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |

If you’d like to be paid by BACS, please complete your bank details below.

|  |  |
| --- | --- |
| **Bank name** |  |
| **Name on account** |  |
| **Sort code** |  |
| **Account number** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of expense** | **Details** | **Amount** | **Receipt attached or explanation if no receipt** |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total:** | | **£** |  |

I confirm that this claim is accurate and that the above expenses have been incurred by me on Tyne Bridge Harriers business in line with the current TBH expenses policy.

**Signature:**

**Date:**

**Authorised by:**

**Signature:**

**Date:**