

St Werburgh's Expenses Claim Form

This simple form should be used to claim any money back that you have spent on behalf of St Werburgh's. No claim is too small!

Please note that all expenses must be pre-approved by Fr Paul.

If you have more than one item on a single receipt then please itemise them all on the form as different items need to be allocated to different spending categories. If necessary carry over onto a second form! Please fill in the details clearly.

Name of Claimant: _____

Please give the name that your bank account recognises

Date	Expenditure item	Cost	Receipt / invoice attached	Additional Information
	Total claim			

Signed: _____

Put your claim form in an envelope and hand it to Fr Paul, or Steve, our Admin Assistant.

You will be paid by cheque, which will be left in the envelope on the sacristy window ledge.