

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!

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

Please note: all expenses must be pre-approved by Fr David.

Date	Expenditure item	Cost	Receipt / invoice attached	Additional Information	For Office Use Only
	Total claim				

Signed: _____

Put your claim form in an envelope and hand it in to the office (Fr David or Admin Assistant)

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