**Durham City Harriers & Athletics Club Expense Form**

Claim / Request for expenditure

Name of Claimant Payable to (if different)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Details of Expense | Type of Expense | Amount | Receipt Attached ? |
|  / /  |  |  | £ . | Y / N |
|  / /  |  |  | £ . | Y / N |
|  / /  |  |  | £ . | Y / N |
|  / /  |  |  | £ . | Y / N |
|  / /  |  |  | £ . | Y / N |
|  / /  |  |  | £ . | Y / N |
|  / /  |  |  | £ . | Y / N |

Please complete the form and pass to Chairman, Treasurer or Secretary.

Payments will be issued after approval of expenditure at monthly committee meeting

£ .

 Total

For payment please provide sort code and account number to be paid via BACS...

 Sort Code \_\_ \_\_ - \_\_ \_\_ - \_\_ \_ Account Number \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_

Treasurer Only

Cheque Number if applicable

Document Ref.

Paid Date

Approved by Signature Date

/ /

Chairman

/ /

Treasurer

/ /

/ /

Secretary