



Steel Valley Beacon Arts

Company No: 12845448
Charity No: 1192514



Expenses & Purchases Reimbursement Claim

<i>Description:</i>		
<i>Vchr</i>	<i>Item</i>	<i>Amount</i>
Total Reimbursement Claimed		

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 SVBA.

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 number in a circle (eg: ④) and write the number in the column headed "Vchr".
- ✔ 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.