Wheatley Community Church - Expense Claim Form

If you incur expenses on behalf of Wheatley Community Church, we want you to be re-imbursed simply and efficiently.

If you do not wish to be re-imbursed for the expense, please still complete the Expense Form and tick the appropriate box. This ensures that we can track the expenditure of each area of the Church's ministry.

Date of claim	Claimed by	Expense Description	Amount (£)	Date purchased	Receipt attached (required)	Payee details (Bank Sort Code/ Account Code)	Contact Phone No. in case of questions
Total							
		Please tick here if you DO NOT wish to be reimbursed for this expense:					
		Finance sign off 1	(Claimant)	signature:			
		Finance sign off 2	(Budget holde	signature:			
For Office Use:		Date paid:					

Notes:

* Ensure that the budget holder is happy with the expense before making the purchase
* Complete, sign and forward the form to the budget holder together with the receipts, either electroncally or using a printed copy
* The budget holder will sign off the form and forward, together with receipts, to Priscilla - expenses@wheatleycommunitychurch.org
* Please ensure that all expense claims are submitted before the end of the month in which they are incurred.