

Victoria Village Hall, Abersychan

Trustee Expense Claim Form

Please complete all relevant sections. Attach receipts for all claims except mileage. Submit within 30 days of the expense.

Trustee Information

Full Name:

Address:

Email: _____

Phone: _____

Date of Submission: ____ / ____ / ____

Expense Details

Date	Description of Expense	Category (e.g., Travel, Postage)	Amount (£)	Receipt Attached? (Y/N)

Total Amount Claimed: £ _____

Declaration

I confirm that the above expenses were incurred wholly, exclusively, and necessarily in the course of my duties as a trustee of Victoria Village Hall, Abersychan. All claims are supported by receipts (where applicable) and are in line with the Trustee Expenses Policy.

Signed (Trustee): _____

Date: ____ / ____ / ____

For Treasurer Use Only

Reviewed By (Name): _____

Position: _____

Date Approved: ____ / ____ / ____

Payment Made On: ____ / ____ / ____

Authorised Signature: _____