



PLYMOUTH ADVANCED MOTORCYCLISTS

EXPENSES CLAIM

Name:		Telephone:	
Address:		Bank:	
		Sort Code:	
Post code:		Account Number:	

Date Expense incurred	Description	Amount
	TOTAL	

Notes

- All expenses should be cleared with the Committee before they are incurred and **MUST** be supported by a validated supplier's receipt. Observers fuel expenses have been pre-authorised and no receipt is required.
- **Expenses should be claimed within 2 months of being incurred.** The group may refuse to pay excessively old expenses.
- **Once completed, Please email your claim form to treasurer@lampam.org**
- **The Treasurer aims to pay your claim by BACS within 7 days.**

Authorised:		Paid on:		Ref:	
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Expense Category:

Auditor Checked :-

Name

Date Checked / /