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@Iampamroadsmart.org.uk**
- **The Treasurer aims to pay your claim by BACS within 7 days.**

Authorised:		Paid on:		Ref:	

Expense Category:

Auditor Checked :- Name Date Checked / /