

# **Expenses Claim Form**



Please complete the following and return to the County Treasurer within ONE calendar month of the meeting/event, attach receipts and return the form and receipts for payment to: Mrs Ann Barlow, County Treasurer, 15 Compton Road, Totton, Southampton SO40 3AS

Name: Mrs/Miss/Ms/Mr
Membership Number:
Address:
Telephone:
Email:
Role:
Event(s) for which expenses are being claimed:
Date of Event(s):
Itemise expenditure eg postage, equipment, etc.
Total cost of claim £ <span style="float: right;">(receipts must be attached, excluding mileage)</span>

## **Payment Details**

The method for paying your expenses is directly into your Bank Account via BACS. Please complete the bank details below to enable your payment to be made this way.

Bank/Building Society Name								
Branch Sort Code			-			-		
Bank Account Number [must be 8 digits]								
Building Society Roll Number								
Account Name								

If a cheque is preferred please complete below:

Cheques to be made payable to:
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Signature: \_\_\_\_\_ Date: \_\_\_\_\_