



Girlguiding Hampshire West - Claim for Expenses

<p>To claim expenses: complete the form below 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</p>	
Name:	Mrs/Miss/Ms/Mr
Address:	
Telephone:	
Email:	
Position:	
Event(s) for which expenses are being claimed:	
Date of Event:	
Itemise expenditure eg postage, equipment, etc.	
Total cost of claim £ (receipts must be attached, excluding mileage)	
Cheques to be made payable to:	
If you wish your expenses to be paid directly into your bank account, please complete the following details:	
Name of bank or building society:	
Branch sort code:	
Bank account number:	
Building society roll number:	
Account name:	
Signature	Date

Official use only

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Cheque no:

Confirmation of payment received: