

# 1st Denmead Scout Group Expense Claim Form

|                                  |                |  |
|----------------------------------|----------------|--|
| Name of Person Claiming Expense: | Claim form no. |  |
| Date Claim submitted:            |                |  |

| Section      | Event | Details | Receipt / Invoice # | Amount £ |  |
|--------------|-------|---------|---------------------|----------|--|
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| <b>Total</b> |       |         |                     |          |  |

|                     |               |   |              |   |
|---------------------|---------------|---|--------------|---|
| <b>Received by:</b> | Name          |   |              |   |
|                     | Signature     | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |              |   |
|                     | Date          |   |              |   |
|                     | Cheque Number |   | Cash         | <div style="border: 1px solid black; width: 40px; height: 40px;"></div> |
|                     |               |   | Cheque       | <div style="border: 1px solid black; width: 40px; height: 40px;"></div> |
|                     |               |   | <b>Total</b> | <div style="border: 1px solid black; width: 40px; height: 40px;"></div> |

**Reminder - £25 maximum unapproved**

- 1) I need a claim form (attached) for every cheque I write - no claim form, no cheque
- 2) POR tells us we need a receipt - no receipt, no cheque (exceptions to be approved by Exec)
- 3) Anything greater than £25 needs Exec approval before the expense is incurred
- 4) Cheque will be made payable to the name at the top of the form unless you specify otherwise
- 5) To try & avoid delays, cheques will be posted, so please include your address if you're a stranger....