



**EXPENSE CLAIM**

**1<sup>st</sup> Keynsham Scout Group**

Registered Charity Number 305626

EXPENSE CLAIMED BY		ADDRESS FOR PAYMENT	
PAYMENT TO BE MADE TO			
DATE OF EXPENSE	DETAILS OF EXPENSE	AMOUNT CLAIMED	CATEGORY
		£	
		£	
		£	
		£	
		£	
		£	
		£	
		£	
		£	
		£	
		£	
		£	
	TRAVELLING EXPENSES	£	
TOTAL EXPENSES CLAIMED		£	CHEQUE NUMBER

Signature of Claimant \_\_\_\_\_ Date \_\_\_\_\_

Payment authorised by \_\_\_\_\_ Date \_\_\_\_\_

Print Authoriser's Name.....

Note: Authoriser must be designated fund holder or appropriate AGSL

Receipts/invoices need to be submitted for all expenditure

Expenses cannot be made good without an authorising signature