MAIDENHEAD ROWING CLUB EXPENSE CLAIM FORM

Member			Accounting	
	Name:	Bank details (if not provided before)		Paid on:
	Signature:	Account Name:		
	Date:	Sort Code:		LTD or CLUB:
	Email:	Account Number:		

Date	Expense Description (Describe the nature of the expenditure. No need to itemise purchases where these are listed on a supporting invoices.)	Boat Repairs	Premises	Club Food Purchases	Events / Functions	Other	Amount £	Amount p	VAT receipt (Y/N)	VAT Category	VAT amount	Ltd. or Club	G/L Account
										Official Use Only			
15/6	*Example - Club breakfast supplies*			*X*			*25*	*00*	*Y*				

Total Claimed

This form is to be used by club members/employees when reclaiming money from the Club.
Get permission first. Money can only be reclaimed for purchased items that have been approved in writing by the Captain or within guidelines approved by the Committee.
Where possible, vendors should be asked to invoice the Club directly.
All expenditure must be supported by receipts attached to the claim form.
Expense forms should be submitted ASAP, and no later than one month after purchase.
All expense forms must by signed by an officer of the Club. *May 2008*