

CLAIM FOR REIMBURSEMENT OF EXPENSES

NAME

CLAIM NO.

Address for payment

DATE PAID

CHEQUE NO.

Email address:

Signed

MEMBERS ARE ASKED TO USE THE CHEAPEST APPROPRIATE FARES ON PUBLIC TRANSPORT WHEREVER POSSIBLE. WHEN THIS IS NOT POSSIBLE AND ALSO WHENEVER OVERNIGHT ACCOMMODATION IS NECESSARY A BRIEF NOTE SHOULD BE ADDED.

Date	Details of meeting/event & expenditure [with receipts where possible]	Amount claimed
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TOTAL £

The easiest way to pay expenses is via bank transfer. Please provide your bank account number and sort code so this can be done:

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RETURN TO:

Treasurer, ARLIStreasurer@gmail.com