**CLAIM FOR REIMBURSEMENT OF EXPENSES**

|  |  |  |  |
| --- | --- | --- | --- |
| NAME: |  | CLAIM NO. |  |
| Address for payment: |  | DATE PAID: |  |
| Email address: | CHEQUE NO. |  |

**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** | **Amount claimed** |

[with receipts where possible]

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  | **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:

Account number: Sort code:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RETURN TO:**

Treasurer, [treasurer@arlis.net](mailto:treasurer@arlis.net)