

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

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