**BEESTON FREE CHURCH - VOLUNTEERS EXPENSES CLAIM**

**Name …………………………………….…. Month…………………. Year ……………..**

|  |  |  |  |
| --- | --- | --- | --- |
| **EXPENSE** | **Beeston Free Group Activity** | **Total****£** | **Code**(office use only) |
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|  |  |  |  |
| ***I declare that the above are claimable expenses incurred in carrying out my voluntary work at Beeston Free Church work. Please attach any receipts that you may have.***  | **TOTAL** | £ |  |
| ***Signed………………………Date ………….***  |  |  |  |

Expenses will only be paid in accordance with the policies adopted from time to time by the trustees and for amounts over £50 will usually require advance approval. Please state the name of the Beeston Free Group or activity that the expense is associated with. e.g. Sunday School, Music Event, holiday club

Expenses will be paid direct to your bank account. Please provide the following details for direct payments.

Bank Account Name:

Sort Code:

Account Number:

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 *For office use only:*

|  |  |
| --- | --- |
| Date |  |
| Method |  |
| Approved by |  |
| Authorised by |  |
| 2nd authoriser |  |
| Audit number |  |
| Cost code |  |