

**Expenses Claim Form**

Reimbursement of expenses will only be arranged by online bank transfer and requires valid receipts for all purchases.

Please fill in the form below and return, with receipts attached, to horsellschoolspta@gmail.com marked FAO: PTA Treasurer (photos or scans of receipts are acceptable).

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| --- | --- | --- | --- |
| Name: |  | Date of claim: |  |
| Name of Bank: |  |  |
| Name of Account Holder(s): |  | Account Number: |  |
| Sort Code: |  |

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| --- | --- | --- | --- |
| Date of purchase | Item description | Reason for purchase | Amount claimed |
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| Total |  |  |  |

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| --- | --- |
| **Office Use Only** |  |
| Date received: |  | Date Paid: |  |