

**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](mailto:horsellschoolspta@gmail.com) marked FAO: PTA Treasurer (photos or scans of receipts are acceptable).

|  |  |  |  |
| --- | --- | --- | --- |
| 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: |  |