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| ‘Ealing Dean Allotment SocietyExpenses Claim Form |
| Name |  | Reference |  |
|  |  |  |  |
| Date incurred | Item | Project / Budget / Event | Amount |
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|  | Total claimed £ |   |



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| --- | --- | --- | --- |
| Claimant signature |  | Date |  |
| Reimbursement by |  Bank transfer Cheque | Do not write bank details on this form – for new payee details provide separately (not via email) |
|  |  |

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| --- | --- |
| *Office Use Only* |  |
| Splits by account | Site management | £  | Community | £  |
|  |  |  | Total | £  |
| Approver name |  |
| Approver signature |  | Approval date |  |
| Document # | 1 / \_\_ \_\_ / \_\_ \_\_ \_\_  | Payment date |  |