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| ‘Ealing Dean Allotment Society  Expenses 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 |  |