



# SCARTH HALL

## EXPENSE CLAIM FORM (TH9)

Scarth Hall will reimburse out-of-pocket expenses incurred whilst volunteering for the Hall.

If a volunteer does not wish to claim, it is still useful for Scarth Hall to have a record of monies spent, so you may wish to record items on this Form and write "NOT CLAIMED" alongside.

**YOUR NAME:**

**DATE SUBMITTED:**

**YOUR SIGNATURE:**

**COUNTERSIGNED BY:**  
(eg Task Group lead):

**DATE:**

Item	Name of event, purpose of journey, why item needed. If details are already recorded on an Expenditure Form or Event Form, please attach a copy.		Amount (please attach receipts)
Food and drink for Scarth Hall catering (including fridge supplies)			£
Marketing (eg printing, photocopying, Facebook promotions)			£
Stationery			£
Travel: bus / taxi / train (state journey start & end point below:)			
Car mileage please state TO / FROM points below:	Total miles:	Purpose of journey:	Total amount @ 45p per mile: £
Other items:			£
<b>GRAND TOTAL:</b>			£

**Payment direct to your bank account:**

Sort code: \_ \_ . \_ \_ . \_ \_ Account number: \_\_\_\_\_

Tick if you would prefer a cheque:

if you would prefer cash:

**OFFICE USE:**

Paid on (date) ..... by bank / cheque / cash