

Expenses & Purchases Reimbursement Claim

Northants Parkinson’s People Charity Number: 1188652

|  |  |  |
| --- | --- | --- |
| No: | Description | Amount |
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|  | Total amount claimed |  |

I claim reimbursement of the above out-of-pocket expenses and/or purchases which were actually, necessarily, reasonably and incidentally incurred by me in promoting the purposes of the Charity.

Once approved I would like the reimbursement to be:

made immediately (tick as appropriate – see Policies & Procedures for more details)

 deferred until the end of the Charity’s financial year

Please make the reimbursement by:  cheque,  BACS (on-line)

For reimbursement by BACS my bank sort-code is: …………………………………………

And my 8-digit account number is: ………………………………………………………………….

Name: ……………………………………………………..(Print) Approved: …………………………………………………………..(Print)

Signed: ……………………………………………….…… Signed: ……………………………………………………………….

Date: ………………………………………………………. Date: …………………………………………………………………..

Notes on Completing the Form

* Please provide original point-of-sale vouchers for all expenditures, wherever possible.
* Identify each sales voucher, receipt, etc with a unique number in a circle and write the number in the column headed No:
* Please remember to SIGN & date the form above. The date should be the date when you make the claim, not the date when the expenses were incurred.
* If you have any problems or queries please contact the Treasurer.