



Expenses & Purchases Reimbursement Claim

Northants Parkinson’s People Charity Number: 1188652

Table with 3 columns: No, Description, Amount. Includes a row for '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.