

# Expense Claim v1.1

Bohemia Walled Garden Association

Please complete and return to the treasurer.

<b>Claimant Name</b>	
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<b>Claimant Address</b>	
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Date	Detail of expense (including use, event, etc as applicable)	Amount £
<b>Total £</b>		

I confirm that the above expenses have been properly incurred by me in the conduct of my duties for the Bohemia Walled Garden Association and I have attached appropriate receipts.

<b>Payment Details</b>	I wish to be reimbursed by Cheque/BACS(*) (Please indicate)
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(\*)If you indicate BACS and have not supplied bank details or they have changed recently please advise the treasurer under separate cover.

<b>Claimant's Signature</b>		<b>Date</b>	
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<b>Treasurer use only</b>	Date Received			
	BACS Ref		Chq No.	
	Entered by		Name of Signature 1	
	Approved by		Name of Signature 2	