

## EXPENSES CLAIM FORM

NAME:				DATE:	
	Date	Description	Project	Receipt?	Amount
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
<b>Total Expenses Claimed</b>				£	

I confirm that:  
 1. these expenses have been spent by me wholly and necessarily on Buxton Town Team business  
 2. expenditure allocated to a project has been authorised by the project leader.

Signed .....

Approved by .....

Details of repayment made:

Date: .....

Cheque No: .....