

## **Expenditure Claim Form**

**Name:**



Date	Description – please attach all receipts*	Allocation – fund?	Amount
	TOTAL		

*\*Payments cannot be made without receipt/invoice*

I confirm that this expenditure was solely towards purchases for Widford Parish and not for my personal use.

Signed by \_\_\_\_\_ Date of Claim: \_\_\_\_/\_\_\_\_/\_\_\_\_

Payment to be made online to. (Your name) \_\_\_\_\_

(Only needs filling in if this is the first time or you have changed bank accounts)

Name of Bank: (e.g. Lloyds) \_\_\_\_\_

Sort Code: (      -      -      )      Account Number \_\_\_\_\_

**Authorised by:**

Name \_\_\_\_\_ Signature \_\_\_\_\_

Please send a copy of this form along with copies of all the receipts to Helen Armstrong via Hub Doc. Original pdf receipts can be loaded directly.