

Forres Baptist Church

Expenses Claim Form

Due to new bank regulations (CoP-Confirmation of Payee), please ensure you fill in your name at top of form and bank details and account name (as they appear with your bank) at bottom of form.

Name of Claimant:			
Date	Details of Expense	£	
Total Expense Claimed £			

Claimant Signature	Date

Authorised Signature	Date

Authorised Signature	Date

Payable to:
 (claimant bank details)

Please attach receipts
 ALL claims to be signed by two authorised persons & claimant