

# UPPER BRAES PARISH CHURCH EXPENSES CLAIM FORM

<b>NAME OF CLAIMANT</b>	
<b>DATE</b>	
<b>NAME ON BANK ACCOUNT</b>	
<b>SORT CODE</b>	
<b>ACCOUNT NUMBER</b>	
<b>NAME OF BANK</b>	

### Completion Guidelines

- Please ensure that all sections of the claim form are completed, especially your name, bank account details and sort code
- Please attach copies of receipts for all amounts claimed, numbering each receipt in the top right hand corner
- Completed Paper Claim forms should be placed in Sharon Glass Folder in the top drawer of the filing cabinet in the office
- Alternatively, an electronic copy of the claim form (with electronic copies of receipts) can be emailed to Treasurer on [treasurer@upperbraes.org.uk](mailto:treasurer@upperbraes.org.uk)
- Claims should be submitted by the second and fourth Sunday of the month for payment on the following Friday

Any queries, please contact Sharon Glass, Treasurer on [treasurer@upperbraes.org.uk](mailto:treasurer@upperbraes.org.uk)

RECEIPT NUMBER	DETAILS OF EXPENDITURE	AMOUNT £
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
	<b>TOTAL CLAIM</b>	-

Thank you for your co-operation