

Thame Hockey Club

Expenses Claim Form

To help us to keep an accurate record of our expenditure we would appreciate it if you could complete this expense claim form and hand it to the Club Treasurer, complete with all receipts.

Event, occasion or purpose of the expense:

Date	Purchase / Expense	£
	Total for this claim:	

Online Payment to: (Block Capitals):

Account No.: _____ / Sort-Code: __ / __ / __

Claimants Name:

Contact Telephone No.:

Date of claim:

Approved by:

Approval level requirements

- Expenditure Value: £0 – £50.00 – no approval required
- Expenditure Value: £50.01 – 200.00 – 1 x independent committee member approval required
- Expenditure Value: over £200.01 – 2 x independent committee members approval required

Please attached the required approval notifications to your claim when submitting for payment. Failure may cause a delay in payment.

Payment will be made within 14 days of approved receipt.

Thank you for supporting Thame Hockey Club.