

# ANSELMIANS RUGBY CLUB

Eastham Pavilion, Malone Field,  
Eastham Village Road,  
Eastham, Wirral  
CH62 0AN  
0151 458 0504



## **EXPENSES CLAIM FORM**

### **Instructions for completion**

All Expenses Claim Forms must be dated and signed and Receipts attached (VAT receipts if possible). Once completed, all paperwork to be either scanned & emailed, handed, or posted to the Treasurer at the club for reimbursement by BACS. Please keep a copy for your own records.

Date	Description of Expenses	Amount (incl.VAT)
	Total Claim £	

Date:

Signature:

Print Name:

**If first claim**, provide Bank details below:

Account Name	Sort Code	Account Number

Post: The Treasurer, Anselmians RUFC Ltd

Email: [accounts@saintsrufc.co.uk](mailto:accounts@saintsrufc.co.uk)

Tel: 07799 801309

### **Finance Use Only**

<input type="checkbox"/> Form signed <input type="checkbox"/> Receipts attached	Authorised by: (Person authorising must be different from Payee)	Payment	Payment date