

Trinity Church Expense Reimbursement



Name:

Expense Period

From:

To:

Refund Method:

Cheque or BACs:

Account Name:

Account Number:

Sort Code:

Itemised Expenses

DATE	DESCRIPTION	BUDGET	COST

Note: Mileage reimbursement for personal car =
 100 miles or under @ 45p/mile,
 Over 100 miles @ 25p/mile

SUBTOTAL £ -

Less Cash Advance

TOTAL REIMBURSEMENT £ -

Don't forget to attach receipts!

I confirm that budget holders have authorised expenses from their budgets

_____ Date

_____ Date