EXPENSE CLAIM FORM*

sunnyside church

NAME : _____

DETAILS OF EXPENSES	£
TOTAL	

PLEASE TICK TO CONFIRM ☐ **I would like to donate the money I am claiming back to Sunnyside Church and for gift aid to apply to this donation.**

MISSION GROUP: _____

AUTHORISED SIGNATURE: _____

CHEQUE MADE PAYABLE TO: _____

OR BANK TRANSFER DETAILS: Sort Code: _____ Account Number: _____

SIGNED: _____

DATE: _____

NOTE:

- Authorisation from the Mission Group Chairman will be strictly required for any amount exceeding £200.
- All claim forms must be accompanied by supporting invoice or vouchers.
- All completed and authorised forms should be submitted to the Assistant Treasurer.
- If offsetting income against expenditure, please fill in both this form and a *Receipt of Income Form* indicating clearly on the appropriate form whether the balance is an expenditure or an income.

*** This form is not required if you are asking for an invoice to be paid to a third party.**

In that case, please sign the invoice to show that the purchase has been authorised and received in good order and submit to the Assistant Treasurer.

If the invoice exceeds £200, please have it countersigned by the Mission Chair.