

OPEN MORRIS - EXPENSES CLAIM FORM 2018 - 2019

Name (please print):	Date of claim: ___ / ___ / 2018	Signed:
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Date expense incurred	Code	Journey Details		Total Miles	Details of other transport costs / Details of other expenditure	Amount Claimed
		From:	To:			
						£
						£
						£
						£
						£
						£
						£
						£
NB Mileage Rate = 25p per mile					TOTAL CLAIM:	£

Bank details for BACS transfer	
Account Name:	
Sort Code:	
Account Number:	

OM Treasurer use only
Signed:
Paid:
Date:

For codes and other notes, please see following page

PLEASE NOTE :

- *For all claims other than mileage*, please complete the 'Details of other expenditure' column with a brief explanation of the amount claimed.
 - Receipts must be provided for anything other than a mileage claim, eg purchases, payments, public transport, accommodation, etc
 - The Treasurer would much prefer to make payment by BACS bank transfer. Payment by cheque will only be made by prior arrangement – please email treasurer@open-morris.org
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Code for incurring expenses

Please put the appropriate code number in the CODE column:

- | | |
|----|--|
| 1 | Magazine |
| 2 | Insurance |
| 3 | General Officer's Expenses |
| 4 | Expenses relating to the AGM, including travel |
| 5 | Expenses relating to the AOM, including travel |
| 6 | Subs repayment |
| 7 | Miscellaneous |
| 8 | PRS |
| 9 | Website |
| 10 | JMO Day of Dance/ other activities |
| 11 | JMO AGM |