Chelmsford Riverside

ICE SKATING CLUB

EXPENSES CLAIM FORM

Please complete this form and pass it on to the Club Treasurer.

Full Name	
Event (if applicable)	

N.B All expenses must be claimed as soon as possible, and receipts must be submitted for all items.

Date	Details	Amount
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
	Total	**£**

I, [……Insert Name……..……], claim the above amount and confirm that the expenditure has been incurred by me on behalf of the Club.

Signed …… Date……

For Official Use Only

Approved	Name/Position	Date

Cheque Number		Date	