

**Expenses Request Form for *St Catherine's***

Name.....

Address.....

.....

Reason for expenses.....

.....

How much is being claimed? .....

Is receipt attached? Yes

No?  (why not).....

Who should cheque be made payable to?.....

Budget group (e.g. Connect, children, worship, visiting, Cafae)

.....

Who has authorised this claim, e.g. Peter, Gill, Trish, David?

.....

Please send this form to the Treasurer

*For Treasurer's use only*

*Amount repaid*

*Date Issued*

*Cheque number*

*Date cleared*

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