

THE RELIGIOUS SOCIETY OF FRIENDS
EAST CHESHIRE AREA QUAKER MEETING

EXPENSES CLAIM FORM

No Friend or Attender should be prevented from representing Area Meeting on financial grounds. Expenses to be claimed can cover travel, accommodation and conference fees by completing this form and forwarding it to the Area Meeting Treasurer. Wherever possible, receipts should be included with the form.

We encourage Friends to use public transport where possible, but motorists may claim up to 50p per mile, or the cost of the petrol/diesel, should that be higher.

Details of expenses incurred by being a representative

Name of Friend.....

Name of conference or meeting:

Held at:

Date of conference or meeting:

Date of appointment by East Cheshire Area Meeting.....

Travel by rail / bus / car £

Conference fees £

Accommodation £

Any other expenses £

TOTAL CLAIMED £

To the Area Meeting Treasurer: please forward payment to me for the above amount.

Signed:

Bank account name:

Bank account sort code:

Bank account number:

Address :

.....

Date of claim:

In the case of children under 16, a parent/carer should sign the form.

Please send all receipts to Area Meeting Treasurer: Frances Hill, 31 Vale Head, Handforth, Wilmslow. SK9 3BP
Telephone: 01625 537087 Email: frances.hill31vh@gmail.com