Glendale Church Expenses Claim Form

Glendale - Finance Forms v2 01 02 09

Requested By		Date	

Ministry Team Budget being Used to Fund Expenditure (tick box)

Adult Mission		Youth Mission		Sunday Service	
National / International Mission		Pastoral Needs		Finance	
Admin and Member communications					

Date	Description (e.g. item bought or details of journey)	Miles Claimed	Amount £:00	Nominal Code (Finance Use Only)
Total		0	£ -	

Requestor Signature

Signature		**Date**	

Please Tick	Please give me, the requestor, the cheque		Please post to me at my home address	

Ministry Head Authorisation

Authorised By		Date	

Payment Confirmation

Paid By		Date		Cheque No	*Signature of Recipient*

Mileage Rates: 40 pence per mile for the first 10,000 miles in a tax year and 25 pence per mile thereafter
Please supply a receipt for all expense items, wherever possible

Instructions for Use

ONLY USE THIS FORM IF YOU HAVE PAID FOR THE GOODS OR SERVICES YOURSELF. IF YOU WOULD LIKE A SUPPLIER PAID DIRECTLY BY CHEQUE, PLEASE USE THE CHEQUE REQUISITION FORM.

1) Please fill out the section headed 'Requestor & Payment Details' with your name and date of the request.
2) Tick the Ministry Team budget this activity is being paid from.
3) Complete the expenses details: date incurred, description, miles travelled and amount.
4) Please attach receipts and bills where appropriate.
5 Get authorisation for the cheque from the relevant Ministry Head (see list below)
6 Once authorised, pass to Cliff Reeve or Phil Gulley for a cheque to be raised

Ministry Heads

Admin / Member Communications…… Colin Powell
Adult mission…… Ian Campbell
Finance……Cliff Reeve or Phil Gulley
National & International Mission…… Andy How
Needs Fund…… Colin Powell
Sunday Service inc Worship…… Cliff Reeve
Youth Mission…… Ian Bullock