

Longmeadow Evangelical Church

Expense Claim Form

Please **either** print this form, staple the invoice/receipt to the back and pass to Miriam, **or** fill out and save this form, scan/photograph the invoice/receipt and then e-mail both to admin@longmeadow-church.org.uk for approval.

From

Date

Payee

Detail	Amount
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Total Amount

Reference to be quoted

Payment method

Admin use only

Approved by :		Date:	
		Cheque No:	
		Amount:	