

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.

It will usually take around ten days for a claim to be approved and paid from the date the claim is received.

From

Date

Payee

Detail	Amount
--------	--------

Total Amount

Reference to be quoted

Payment method

Admin use only

Approved by :		Date:	
		Cheque No:	
		Amount:	