



Financial – Expense Claim Form

New Lynn Sea Scout Group Expense Claim Form

Name			
Signature		Date	

Details of cash advances received

Date	Amount	Purpose

Details of Expenses being Claimed

Date	GST Receipt Attached (Y/N)	Details of Expense	Amount Claimed	Treasurer Use Only	
				Account	Cheque No
Total Claimed			\$		

Treasurer Use Only

Date Received		Date of Committee Approval	
Date Paid Out		Signature (acceptance of payment)	
Account		Value of Payment	\$
Account		Value of Payment	\$

Notes:

- Expense claims will be approved at the monthly Group Committee meetings. Meetings are held the second Thursday of the month (February – December).
- Claims must be submitted at least one week prior to the Committee Meeting. Place in completed Claim Forms in the Fees Box at the Scout Den.
- Receipts should be stapled to the top left corner of this form.
- Claims submitted without receipts may be declined or delayed in approval.