



Staple Receipts Here

New Lynn Sea Scout Group Expense Claim Form

Name			
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Signature	Date		
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Reimbursement Preference (Please tick)	Cheque: ____ Direct Credit: ____ To Personal Fundraising A/C: ____		
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If Direct Credit	A/C Number: ____ - ____ - ____ - ____ Ref:		
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Details of cash advances received

Date	Amount	Purpose

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

Treasurer Use Only

Date Received		Date of Committee Approval	
Date Paid Out		Signature (acceptance of payment)	
Cheque No.		Value of Payment	\$
Cheque No.		Value of Payment	\$

- Notes:**
- Expense claims will be approved at the monthly Group Committee meetings.
 - Meetings are generally held on the third Thursday of each month (February – December).
 - Claims must be submitted by the second Wednesday of the month in order to be tabled at the next Committee Meeting.
 - Place completed Claim Forms in the Fees Collection Box at the Scout Den or give to the Treasurer.
 - Receipts should be stapled to the back of this form at the top left corner.
 - Claims submitted without receipts may be declined or delayed in approval.