Expenses Claim Form

Herne Bay Pier Trust

Name of claimant:	
Month / Year expenses incurred:	

Date	Supplier	Detailed description of expenses (including what goods, services, how many)	Total Cost including VAT	VAT Paid as shown on Receipt	Comments (what for etc.)
		TOTAL			

Signed:	**Date:**

Cheque Date: _____ **Number** _____

Notes: **** Sign and date after completion***
**** Attach all receipts and other documents that substantiate the expenses otherwise payment cannot be made***
**** Forward form and supporting documents to HBPT Treasurer, keeping a copy for your own records***

Revised May 2017