



Thurnham CE Infant School, The Landway, Bearsted, Kent. ME14 4BL
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Registered Charity No.1168528

EXPENSE CLAIM FORM

Please complete in full and return to FOT. Include completed expense form, all receipts and cheque requisition form.

NAME:
DATE SUBMITTED:
EXPENSES PAYABLE TO:
TOTAL CLAIMED:

OFFICE USE
DATE PAID:
TOTAL AMOUNT PAID: CHEQUE/CASH *
CHEQUE REQUISITION FORM COMPLETED Y / N *

Receipt No	Date	Vendor	Amount Claimed	Receipt Attached Y/N	Reason For Claim	Event Claimed Against If Known