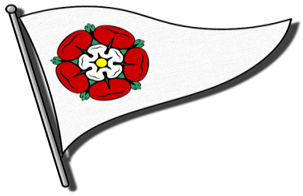
Tudor Sailing Club
Expenses Claim Form



Claimant .....

Date	Receipts / Company Name	Value	Description of goods and use	Acc Code

Total for re-imbursement **£ -**

Signed by Claimant

…….. Date ……..

Approved by budget holder

…….. Date ……..

Please pay the amount via electronic bank transfer to the following account:

Account Name: .....

Account No.: .....

Sort Code: .....

Please note that advice from banks is that it is safe to provide account and sort code information. This information will be held in confidence by the Treasurer.

This form must be accompanied by VAT receipts as appropriate.
The form and receipts can be scanned and emailed to **treasurer@tudorsailing.org.uk**,
or placed in an envelope and passed to the bar staff to place in the safe,
or posted to the Treasurer: **Janice Bell, 59 Clarendon Road, Southsea, Hants, PO5 2JU**

Expense Account Codes (to be entered in the table above by the budget holder):

264 Admin, post and stationery
270 Admin, Computer Costs
274 Cleaning
236 Health and safety
31 Bosuns Committee - Tractor Fuel, Oil, Spares and Servicing
31/1 Bosuns Committee - Hoist, maintenance and repairs
31/2 Bosuns Committee - tools and equipment
30 Maintenance committee, tools and materials.
29 Sailing committee - fuel
29/1 Sailing committee – Boat maintenance
29/2 Sailing committee – race equipment
29/3 Sailing committee - trophies and prizes
28 Social Committee - food & drink
28/1 Social Committee - equipment
27 Bar - purchases
27/2 Bar – equip and repairs