



Big Local North East Hastings

Expenses claim form

Claimant name:		Home address:		Email:
Bank details	Account name	Sort code:	Account number:	

Date	Amount		Description / Purpose
Total Claimed			

I certify that the expenses claimed on this form are correct and that I have read the expenses policy	Signed	Date
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Approved for payment by authorised signatory	Name	Signature	Date
Documotive number	Date processed		

