# Parramatta Toastmasters Club 2274

## Expense Claim Form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Club Officer Use (complete this section)** | | | | |
| **President or VPE Approval** | | | | |
| **Name** |  | | **Signature** |  |
| **Date** |  | |
| **Treasurer Approval** | | | | |
| **Name** |  | | **Signature** |  |
| **Date** |  | |
| **Claimant (complete this section) – attach receipts, provide full details, and write legibly** | | | | |
| **Expense** | | **Amount** | **Receipt Attached** | **Narration** |
|  | | $ |  |  |
|  | | $ |  |  |
|  | | $ |  |  |
|  | | $ |  |  |
|  | | $ |  |  |
|  | | $ |  |  |
|  | | $ |  |  |
|  | | $ |  |  |
|  | | $ |  |  |
|  | | $ |  |  |
| **Total Claim** | | $ |  |  |
| **Comments** | |  | | |
| **EFT Details** | | | | |
| **Bank** |  | | **Account Name** |  |
| **BSB** |  | | **Account Number** |  |
| **Name and Signature** | | | | |
| **Name** |  | | **Signature** |  |
| **Date** |  | |