

Please staple  
Receipts on the  
back of this form



## Show Expenses Claim Form

Cheque #

Code	Account
AD	Advance - to be allocated
CATRR	Catering - Club/Rehearsal Refreshments
CATL	Catering - Front of House Laundry
CATSBE	Catering - Show Bar Expenses
CATSFE	Catering - Show Food Expenses
COCL	Costumes - Cleaning
COCR	Costumes - Creation
COHE	Costumes - Hire Expense
COP	Costumes - Purchase
FOH	Front of House Expenses
FL	Float Advance
FUND	Fund Raising - Raffle Expenses
LP	Licenses & Permits
L	Lighting
MU	Make Up
MMFP	Music - Midi Files Purchase
MRP	Music - Reprints
MSC	Music - Score Composition
MSP	Music - Score Purchase
MSR	Music - Score Rental
MAO	Musical Accompaniment - Other
MAP	Musical Accompaniment - Piano
MAPT	Musical Accompaniment - Piano Tuning

Code	Account
P	Properties
PSP	Play Script Purchase
PSR	Play Script Rental
PUA	Publicity - Artwork
PUBN	Publicity - Banner
PUBO	Publicity - Box Office
PUF	Publicity - Flyers
PUMS	Publicity - Mail Shots
PUPM	Publicity - Photocopying & Miscellaneous
PUPH	Publicity - Photographs
PUPO	Publicity - Posters
PUR	Publicity - Road Signs
PUSV	Publicity - Show Videos
PUBTP	Publicity - Ticket Printing
SB	Set - Building
SD	Set - Dressing
SER	Set - Equipment Rental
S	Sound
T	Transport
TSR	Ticket Sales Refund
VHC	Venue Hire - Clubhouse
VHWH	Venue Hire - Victoria Hall
VHWI	Venue Hire - Women's Institute Hut

**SHOW:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Authorised by:**

**Signature** \_\_\_\_\_ **Name** \_\_\_\_\_

Code	Description	Value	Receipt?
<b>TOTAL</b>			

~~ PLEASE STAPLE RECEIPTS TO THIS FORM ~~

Following section for Treasurer's user only

Paid Date	Value	Method	Entered?	Signature