

HARTLEY ARTS GROUP - EXPENSES CLAIM FORM

Name: _____

Date: _____

Expense Type: Show/General*

Show Name: _____

Authorised by: Name: _____

Signature: _____

| Description | Value | Receipt? |
|--------------|-------|----------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| TOTAL | 0.00 | |

Payment Method Required: Cheque/Bank transfer*

Following information required if payment by Transfer requested

Following section for Treasurer use only

| | |
|------------------|--|
| Bank Account No. | |
| Sort Code | |

| | |
|--------------|--|
| Ref number | |
| Payment date | |

* Delete as required

