|  |  |
| --- | --- |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Payment Details** (if new): |
| Branch: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Sort Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Account No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Account name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Claim limits: £75 on a single item and a maximum total claim of £200. (Except crew medicals.) Larger orders should be placed through the Finance Officer unless approved in advance by the Trust Treasurer. Copies of the Finance Manual and travel expenses policy are at <https://katrust.org.uk/trust-council-documents>. If you have any queries, guidance should be sought from the Finance Officer or Trust Treasurer before incurring expenditure.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date item purchased | Details of item\* | Reason for purchase | Category Code | Cost |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total cost: | | |  |  |

*\* For mileage claims, enter the total mileage and the rate per mile.*

I confirm that all expenditure has been incurred in accordance with the provisions of the Finance Manual and that I have provided receipts for all non-mileage items.

Claimant signature:

I confirm that the items covered by this claim have been purchased in accordance with the provisions of the Finance Manual and approve the claim for payment

Authorised by:

Please email a scanned PDF or JPEG of the signed and authorised form plus all receipts to [finance@katrust.org.uk](mailto:finance@katrust.org.uk). A hard copy is not required.