



**C&DARC**

**Cambridge and District Amateur Radio Club**

**EXPENSE CLAIM**

Please complete this form and return it, with receipts, to the Treasurer Steve Blunt, either at the club or send it to 53, Butt Lane, Milton, Cambs. CB24 6DG. Re-imburement will be by cheque, made out in the name of the person submitting this claim. This document forms a part of the club's financial audit so please use it only to provide the information requested, otherwise re-submission may be required and payment delayed.

**GENERAL INFORMATION**

Name:

Callsign:

Receipts enclosed: YES

NO

Number of Receipts:

If any of the items below are not covered by receipts, please state which and explain why:

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**ITEMS OF EXPENDITURE**

	Description	Receipt No.	Amount	Asset No. <i>Leave Blank</i>
A				
B				
C				
D				
E				

TOTAL:

**REASON FOR EXPENDITURE**

Please explain why the expense has been incurred and who has authorised it:

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**DECLARATION**

I certify that this claim is to re-imburse expenditure actually and necessarily incurred by myself on behalf of the Cambridge & District Amateur Radio Club

Signed:

Authorised:

*Leave Blank*

Date:

Date: