**Christ Church Expense Claim Form**

Name .................................................................................................................

**Activity**

*Select one. Use one form per activity.*

|  |  |  |  |
| --- | --- | --- | --- |
| General |  | Community Worker |  |
| Mission House |  | Church Renovation |  |
| Student Worker |  | Music |  |
| Children’s & Young People’s Work |  |  |  |

**Details**

Complete one line per item.

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Paid To | Description | Amount |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total claimed |  |  |  |

I confirm that all expenses in this report have been incurred for purposes authorized by the PCC in pursuit of the activity indicated above. I attach receipts for each item or have prior agreement from the PCC for the amounts claimed.

Signed............................................................................. Date ...................

For those who are ‘line-managed’ (staff, interns, youth work placement students…etc) please pass this to your line-manager to be countersigned.

Signed ............................................................................. Date ...................   
(line-manager)

***Christ Church use only***

Cheque no............................................................................ Date...................................