



Cheltenham Rugby Club and Newlands

Expenses Claim Form for the month of:



Receipt	Date	Paid to	Detail of Expenses Incurred	Gross Claim £	Charge to Section or Age Group	FINANCE USE ONLY VAT
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
TOTAL CLAIMED						

I certify that the above expenses have been incurred wholly and completely on the business of Cheltenham Rugby Club or Newlands and claim reimbursement.
Receipts are attached for each item of expenditure.

Signed Claimant

Print Name

Date

Signed Authorised Approver

Date