



The Religious Society of Friends (Quakers)
South East Scotland Area Meeting
 Scottish Charity No SC019165

Expenses Reimbursement Claim Form

Name of claimant:	
Event:	
Venue:	
Date:	

EXPENSES INCURRED (please provide receipts)

Item	Cost
TOTAL	

Signed (typed name acceptable):		Date:	
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The rate for reimbursing car mileage is not more than 45p per mile and we shall only reimburse net marginal fuel costs – there will be no contribution towards the cost of the car, its maintenance or depreciation, for instance. We expect to pay less per mile for an electric car: please indicate above what type of car you use. For environmental reasons we recommend you use public transport instead of a car if you can (we appreciate this isn't always possible or practical).

E-mail with photos of receipts by e-mail to **se-treasurer@quaker.scot**

Post to Area Meeting Treasurer, Quaker Meeting House, 7 Victoria Terrace, EDINBURGH EH1 2JL. Or give to staff to leave on treasurer's desk in meeting house office.

Please add your payment details to the second page of this form.



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Payment Details

*Please provide the following details so that we can get the money to you. **We make payments by bank transfer.***

If by BACS (electronic bank transfer):

Name on bank account:

Bank sort code - -

Bank account number

Name of bank