**YOUR TOSTMASTERS CLUB**

**EXPENSE CLAIM FORM**

**Send claim to: Club Treasurer, Name, Address**

**NAME:**

**ROLE:**

**ADDRESS:**

|  |  |  |
| --- | --- | --- |
| **DATE** | **AMOUNT** | **DETAILS** |
| **110t7/26723/91615/1770/2020** |  |  |
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*I certify that these expenses incurred by me in the execution of my duties as an authorised club representative, that the expenditure is within my budget and that these expenses will not be reimbursed by any other party.*

**Signed: Date: 28th July 2022**

**Account#**

**Approved by First Signatory Approved by Second signatory.**

**Signed: Signed:**

 **Date: Date:**

**Office use only:**

**Account # paid to:**

**Payment Date:**

**Payment Amount:**