

THE RELIGIOUS SOCIETY OF FRIENDS
EAST CHESHIRE AREA QUAKER MEETING

EXPENSES CLAIM FORM

No Friend or Attender should be prevented from representing Area Meeting on financial grounds. Expenses to be claimed can cover travel, accommodation and conference fees by completing this form and forwarding it to the Area Meeting Treasurer. Wherever possible, receipts should be included with the form.

We encourage Friends to use public transport where possible, but motorists may claim 20p per mile, or the cost of the petrol/diesel, should that be higher.

Details of expenses incurred by being a representative

Name of conference or meeting:

Held at:

Date of conference or meeting:

Travel by rail / bus / car £ _____

Conference fees £ _____

Accommodation £ _____

Any other expenses £ _____

TOTAL CLAIMED £ _____

To the Area Meeting Treasurer: please forward a cheque to me for the above amount.

Signed:

Cheque payable to (in capitals, please):

Address:

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Date of claim:

In the case of children under 16, a parent/carer should sign the form.

Area Meeting Treasurer: Peter Eccles, 34 Elmsmere Road, Didsbury, Manchester. M20 6FL
Telephone: 0161 445 3687 Email: peter@eccles.me.uk