



Leominster Museum CIO: Registered Incorporated Charity Number 1162600

Internal Expenses Claim

Please use this form whenever possible when claiming reimbursement of expenses incurred on Museum business. The completed form, **with all invoices/receipts attached**¹, should be passed to the Museum Treasurer.

Name:

Address²:

.....

Date Expense Incurred:

Nature of Expense:

Context³:

Total Amount Claimed: £

Breakdown/Calculation of Total Amount⁴:

.....

Signed: **Date:**

Notes (if any):

1 If this is not possible, please give the reason in the Notes space above

2 Address can be left blank if known to be on record already with Museum Treasurer

3 Please indicate the event attended or other context in which the expense was incurred

4 Not needed if there is a single item fully covered by an attached receipt/invoice

Museum Treasurer: Chris Jarman, Great Wacton Hop Kilns, Bredenbury, Bromyard, HR7 4TG