

Berkswell Parish Council – General Expenses Claim Form

Claim period:					
Claim made by:					

Date	Type *	Detailed description of expenses incurred	Gross Amount	VAT	Receipt Attached (Yes or No)

Total					
--------------	--	--	--	--	--

I confirm that the above expenses have been solely incurred on the business of the Council and is a true and fair account

Signed:		Approved by:	
---------	--	--------------	--

Date:		Date of PC Meeting:	
-------	--	---------------------	--

* Type = stationery, IT, postage, parking etc.