

Expense Claim Form

| | | | |
|------------------|--|-----------------------|--|
| Name | | Activity/Event | |
| Signature | | Date | |

I believe that this claim is accurate and incurred in connection with the business of The Friends of BAYOC.

| Item(s) | Total Ex VAT | VAT | Total Amount | Receipt Y/ N |
|--------------------|--------------|-----|--------------|-----------------|
| | | | | |
| TOTAL CLAIM | | | | |

| | | | |
|----------------------|-------------------|--------------------|--------------------|
| Claim paid by | Cheque No. | Date | Amount Paid |
| | | | |
| Authorised by | | Received by | |
| Name | | Name | |
| Signature | | Signature | |
| Date | | Date | |

Payment Authorisation Levels

The Friends of



Basingstoke Area youth *Orchestras*
and Choirs

| For Individual Committee Expenses | | Orders and Payments or Goods and Services | |
|--|---------------|---|---------------|
| Chair & Treasurer | Up to £100 | Chair, Treasurer & BAYOC Pyramid Head | Up to £500 |
| As above + Friends Committee via email | £100 and over | As above + Friends Committee via email | £500 and over |