



NORTH DEVON MOTOR CLUB Ltd

Treasurer:
Steve Parker
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Tel 01271 372353

EXPENSE statement

Use this form to claim out-of-pocket expenses or to request payment of supplier invoice(s)

Tip: Enter your name and either event name or other reference

Tip: Enter relevant dates below

CLUB MEMBER >

EVENT or SUBJECT

Today's Date

EVENT DATE

Tip: **Popular expenditure types may include:** Advertising, Affiliation Fees, Autocross, Bank Charge, Classic Trial, Contractors, Dinner Dance, Equipment, Field, Gifts, Gymkhana, Insurance, Merchandise Purchases, Nav Ex, Prod Car Autotest, Professional Fees, Promotional Material, Repairs, Road Rally, Secretarial Expenses, Speed Event, Taxes, Treasure Hunt, Utility Charges.

EXPENSES SUMMARY

DETAIL - Give brief description	£	p	Info attached ✓	Please Pay Me ✓	Pay Supplier ✓
1					
2					
3					
4					
5					
6					

TOTAL EXPENDITURE

CHEQUE PAYEE

Tip: Provide any explanatory notes here

Treasurers Use Only	
Posted to Expense Ledger	<input type="checkbox"/>
CASH	<input type="checkbox"/>
CHEQUE NO	
Split Entry	<input type="checkbox"/>
CHEQUE DATE	