

Young Friends General Meeting
Expenses Claim Form

YFGM Office
1046 Bristol Road
Birmingham, B29 6LJ
0121 472 1998
yfgm@quaker.org.uk

Name: _____ Date: ___/___/___
Name to make cheque payable to: _____

I am claiming for expenses incurred attending a YFGM Business Meeting:
I am claiming for expenses incurred between YFGMs for:

1. Planning Weekend	<input type="checkbox"/>	2. Officers/Trustees	<input type="checkbox"/>
3. Training	<input type="checkbox"/>	4. Outreach	<input type="checkbox"/>
5. International	<input type="checkbox"/>	6. Interchurch/Faith	<input type="checkbox"/>
7. Reps.	<input type="checkbox"/>	8. Appeal	<input type="checkbox"/>
9. Young Quaker	<input type="checkbox"/>	10. Other _____	<input type="checkbox"/>

If you need to claim under more than one heading please use a separate form.

The Expenses were for:
(appropriate receipts/tickets are attached)

Travel	£	_____
Food	£	_____
Resources	£	_____
Other	£	_____
(_____)		_____
Total	£	_____

My address has not changed since the last YFGM Address List was printed
My address has changed since the last YFGM Address List was printed
New Address: _____

Post Code: _____

This claim is correct to the best of my knowledge.
Signed: _____

I have received my expenses cheque
Signed: _____

Claim approved by: _____ Financial Oversight (Print Name)
Signed: _____

Office use only

Treasurer: _____	Cheque no: _____
	Written @ mtg: <input type="checkbox"/>
	Posted: <input type="checkbox"/>
	Date of Posting: ___/___/___

Instructions and Notes

- **At YFGM**
 1. Take a blank form
 2. Fill it in and attach your receipts and tickets to it (paper clips should be provided), sign it to say that it is correct and leave it in front of the 'Completed Forms' divider.
 3. Come back sometime later and look in front of the 'Cheques' divider for your form, now with cheques attached.
 4. Take your cheque and sign the box to say that you have received your cheque.
 5. LEAVE THE SIGNED FORM AT THE BACK OF THE BOX.

- **By Post**
 1. Fill in the blank form and attach your tickets and receipts to it (preferably with a paper clip).
 2. Either tick the box to say your address is correct on the mailing list or fill in your current address, otherwise your cheque may get sent to an old address.
 3. Sign the form to say that your claim is correct.
 4. For claims not related to YFGM Business Meetings or Planning Weekends the form will need to be counter-signed by the Financial Oversight person for your Committee. If this is not possible, please indicate why (e.g. they were not present at the meeting, you are making a late claim).
 5. Post it to the YFGM Office.
 6. Get a cheque in the post. Cheques are written as often as possible, if you need the money urgently please say so.

- If you want/need cash then you'll have to find someone who will cash a cheque for you and write their name on the "Name to make cheque payable to" line. It is not possible to pay expenses directly in cash, sorry.
- If you don't get your cheque at the end of YFGM then it will be posted to you. Please make sure that you indicate whether you have moved or not otherwise you may have to wait for your cheque.
- Most expenses at YFGM are for travel to YFGM. You should tick the box marked 'I am claiming for expenses incurred attending a YFGM Business Meeting' and enter the amount under travel.

· IMPORTANT · IMPORTANT · IMPORTANT · IMPORTANT · IMPORTANT ·
Do not submit Rail Companies Credit card vouchers as receipts. These include your full VISA/SWITCH card number and enough information for the details to be used fraudulently. Either guard these bits of paper with your life or tear them into tiny pieces. An outward part of a ticket or a proper receipt which you have to ask for when you buy your ticket is preferred.

N.B. Some London tube stations and mainline station ticket barriers eat tickets when you leave the station – use the manned exit and hang on to your ticket!

RAILCARDS

If you are travelling to YFGM, planning committee or other committee activities and claiming expenses having a railcard and/or booking your tickets in advance may be able to save you and YFGM money. Please use them if you can.