

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: _____

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: _____

I am claiming for expenses incurred attending a YFGM Business Meeting

I am claiming for expenses incurred between YFGMs for:

- Planning weekend
- Training
- International
- Reps
- Young Quaker
- Officers/Trustees
- Outreach
- Interchurch/interfaith
- Appeal Group
- Other

What type of expenses are you claiming?

- General expenses.
This covers the majority of expense claims.
- Employment fund expenses.
This box should normally only be ticked by members of management group.
- Accessibility fund expenses.
This box should be ticked if you have spoken to the finance trustee and the accessibility fund has been considered appropriate for this particular expense. If you are not sure whether this applies, please email the finance trustee at yfgmtreasurer@googlemail.com.

If you are claiming for more than one type of expense, please tick all the boxes which apply and write next to the box how much should be claimed under each type.

The expenses were for:

Travel £ _____

Food £ _____

Resources £ _____

Total £ _____

Other £ _____

Please give details _____

CONTINUED ON NEXT PAGE

Instructions

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 the completed forms pile.
3. Return later to collect your form, now with cheques attached.
4. Take your cheque and sign the box to say that you have received your cheque, and leave the form.

By Post

1. Fill in the blank form and attach your tickets and receipts to it.
2. Make sure we have your current 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. it's a late claim).
5. Post it to the YFGM Office, and receive a cheque in the post.

Notes

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.

If you don't collect your cheque at the end of YFGM then it will be posted to you. Please make sure that you indicate your current address. Cheques are written and posted as often as possible, but if you need the money urgently please mention this.

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.

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.

We keep these forms for ten years as part of our records.

IMPORTANT · IMPORTANT · IMPORTANT · IMPORTANT · IMPORTANT

Do not submit Rail Companies Credit card vouchers as receipts. These include enough information for the details to be used fraudulently. **Do** attach the outward part of your ticket or a receipt. If you are travelling on two singles (or otherwise cannot submit your ticket), show your ticket home to the treasurer.

FORM CONTINUED BELOW

Do you have a YFGM role? Yes

No

If yes, what is the role? _____

This claim is correct to the best of my knowledge (sign below)

I have received my expenses cheque (sign below)

Claim approved by: _____ Financial Oversight (print name)

Signed: _____

Office use only:

Cheque number _____

Written at meeting

Posted

Treasurer: _____

Date of posting ___/___/_____