

# Young Friends General Meeting

## Expenses Claim Form

YFGM Office  
173 Euston Road  
London NW1 2BJ  
020 7663 1050  
yfgm@quaker.org.uk

Name: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_\_\_

I am claiming for expenses incurred attending a YFGM

I am claiming for expenses incurred between YFGMs for:

- Planning weekend
- Training
- International
- Reps
- The Young Quaker
- Officers/Trustees
- Outreach
- Interfaith
- Concern Working Group
- Other

Do you have a YFGM role? \_\_\_\_\_

Yes

No

If yes, what is the role? \_\_\_\_\_

What type of expenses are you claiming?

- General expenses   
This covers the majority of expense claims.
- 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](mailto:yfgmtreasurer@googlemail.com).

N.B. If you are claiming for both general and accessibility fund expenses, please tick both boxes and write next to each box how much should be claimed under that type of expense.

The expenses were for:

Travel £ \_\_\_\_\_

Other £ \_\_\_\_\_

Food £ \_\_\_\_\_

Please give details \_\_\_\_\_

Resources £ \_\_\_\_\_

\_\_\_\_\_

**Total** £ \_\_\_\_\_

CONTINUED ON NEXT PAGE

How would you like to be paid?

Bank transfer

Name on bank card:

\_\_\_\_\_

Name of bank:

\_\_\_\_\_

Account number:

Sort code:

If you are claiming at a YFGM or Planning Weekend, we aim to transfer your money to you by the end of the weekend. Where this is not possible, we will transfer the money within the next two weeks.

Cheque

Name to make cheque payable to:

\_\_\_\_\_

Your address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you don't collect your cheque at the end of YFGM/Planning Weekend then it will be posted to you. Please make sure that you indicate your current address.

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

\_\_\_\_\_

I have received my expenses cheque (sign below if applicable)

\_\_\_\_\_

**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.

Claim approved by: \_\_\_\_\_ Financial Oversight (print name)

Signed: \_\_\_\_\_

Office use only:

Method of payment:

Bank transfer

Cheque  Number \_\_\_\_\_

Treasurer: \_\_\_\_\_

Date sent \_\_\_/\_\_\_/\_\_\_\_\_