

**Christ Church Baptist Kings Langley  
Expenses Claim Form**

**FULL NAME:**

**DATE:**

Date of purchase	Details (eg. Tuck purchase for 7up)	Amount	Receipt no.*
		£	1
		£	2
		£	3
		£	4
		£	5
		£	6
	<b>TOTAL</b>	£	

*\*Please attach your receipts to this form and number them.*

**DECLARATION**

I declare that the expenses above were incurred in direct connection with the activities of Christ Church Baptist, Kings Langley.

Signed by:

Authorised by:\*

*\*Expenses totalling £100 or more must be authorised by the Minister, Treasurer or a CCB Deacon.*

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Expenses will be reimbursed directly into your nominated bank account. Please provide details below:

Account Holder:

Account Number:

Sort Code:

*If you have already provided your bank details for a previous claim there is no need to do so again.*

**If you have any queries please contact Karen Berdinner (treasurer@christchurchbaptist.co.uk)**