

HSC Expense Claim Form

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|--------------------------|-----------------|--------------------|---------------|------------------------------|------------------|------------|--------------------|--|
| HSC Member Name : | | | | HSC Member Signature: | | | | |
| Date | Supplier | Description | Code 1 | Code 2 | Net Value | Vat | Gross Value | |
| | | | / | / | | N/A | | |
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Note: Preferred method of re-imbusement is by electronic transfer, please make sure the treasurer has your bank details
 Payments are made roughly once a fortnight, so you shouldn't have to wait longer than two weeks for payment
 The club in not currently VAT registered - so no need to record VAT seperately

0 N/A 0

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| Authorisation | | |
| HSC Committee Name : | HSC Committee Signature: | |
| | | |
| | optional | optional |