# The British Origami Society

# Expense Claim

Name

Claim Date

## Declaration by Claimant

I personally incurred expenses to the value of

exclusively and necessarily on Society business, and attach the required VAT receipts.

Please make payment into the following bank/building society account:

**Account name:**
**Sort code:**
**Account number:**
**Bank:**
**Other details:**

(If you do not have an appropriate bank or building society account please contact the Treasurer for alternative methods of reimbursement)

Signed

Date

## Authorising Officer

I certify that the journeys/expenses claimed for were reasonably incurred in connection with Society business, and I approve for payment.

| Signed | Date |
|---|---|
| | |

## Claim Detail

| Date | Reason for expenditure | Details of expenditure | Cost Claimed £ p | Notes / BOS Budget |
|---|---|---|---|---|
| | | | | |
| Totals | | | | |

**Please post your claim forms to: BOS Treasurer, c/o 4 Clevedon Rd, Bishopston, Bristol BS7 8PT or email to** treasurer@britishorigami.info **. Tel: 07766761251 for queries.**