

Notes:
 Expense claims will be approved at the monthly Group Committee meetings.
 Meetings are held the second Tuesday of the month (February - December).
 Claims must be submitted at least one week prior to the Committee Meeting.
 Place in completed Claim Forms in the Fees Box at the Scout Den.
 Receipts should be stapled to the top left corner of this form.
 Claims submitted without receipts may be declined or delayed in approval.

<https://sites.google.com/a/stjames.seascouts.org.nz/st-james-sea-scouts/group/expenses>

To: The Treasurer
 St James Sea Scout Group
 P.O.Box 38751
 Wellington Mail Centre
 Lower Hutt 5045

Date:	
Name:	
Address:	
Position:	
Signature:	

Details of Expenses being Claimed				Treasurer Use Only	
Date	GST Receipt Attached (Y/N)	Details of Expense	Amount Claimed	Account	Cheque Number
Total Claimed					

Treasurer Use Only			
Date Received		Date of Committee Approval	
Date Paid Out		Signature (acceptance of payment)	
Account		Value of Payment	\$
Account		Value of Payment	\$