



**ST THOMAS**  
**CHURCH LANCASTER**  
SHARING GOD'S LOVE FROM THE HEART OF THE CITY

## Expenses Claim Form

Name:

Date:

Ministry Area:

<b>Category</b>	<b>Details of Expenditure</b>	<b>Amount</b>
Books, CDs, DVDs, Digital Recourses		
Fuel		
Hospitality		
Postage		
Public Transport		
Stationary & Office Equipment		
Telephone Use		
Training Course Fees		
Miscellaneous		

Signed (claimant):

Claim authorised by:

Cheque number (Treasurers use only)

Total Claim