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| **Role:** |  |
| **Project/Event/Committee/Training:** |  |

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| **Expense description**  **(including date)** | **Receipt**  **(√)** | **Amount** | **Budget code** (office use only) | **VAT** (finance use only) |
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| **Total** |  |  |  |  |

**BLOCK LETTERS PLEASE**

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| Name: | **Payment is via BACS**  For your **1st claim only** email Account Name, Number and Sort Code to: [jacqui@girlguidingulster.org.uk](mailto:jacqui@girlguidingulster.org.uk) N.B. Personal details sent electronically need to be password protected.  All future payments will be made to the above account until advised otherwise.  If you have any queries please email or phone Jacqui on 028 9039 5922. |
| Signature:  Date: |

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| Authorised by: ……………………………………………….  (Appropriate Lead Volunteer) | | Date: ………………………………. |
| **Office Use** |  | |
| Posted: |  | |
| Date Paid: |  | |
| Method of Payment: |  | |