Funtime Pre-school Ltd

Email: administrator@funtimepreschool.org
Web: www.funtimepreschool.org

☎: 07751 578252 (session times only)

Expenses Claim Form

Name: _____

Please give brief description of costs (e.g. attendance at a training course including location, postage, general sundries etc.).

_____

_____

_____

Date	Description	Amount (£)
	Total:	

RECEIPTS SHOULD BE ATTACHED TO THE BACK OF THIS FORM.

Signed: _____ Date: _____

Approved: Supervisor: _____ (Date) _____

Chair/
Vice Chair: _____ _____

Treasurer/
Vice Treasurer: _____ _____