

**PITSTONE & IVINGHOE MUSEUM**

**EXPENSE CLAIM**

**DATE :**

**DETAILS OF EXPENSE CLAIMED :**

**AMOUNT CLAIMED £:**

(RECEIPTS MUST BE ATTACHED)

**CLAIMED BY :**

**CHECKED /ARROVED BY :**

**DATE :**

**ACCOUNTS USE ;**

**CHEQUE No :**

**AMOUNT (£)**

**DATE ISSUED TO CLAIM REQUESTOR :**

**BOOK KEEPING DATE POSTED :**