**COMMITTEE EXPENSES CLAIMS**

*Committee Members are asked to retain receipts wherever possible.*

*Small amounts can be paid from Petty Cash.*

*Claims for attendance at COPES Coffee Mornings are not eligible. Claims should be limited to mileage and parking fees for official COPES meetings, materials for stationery, items for office and admin work. etc.*

**NAME:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Item** | **Amount** | **Paid by** | **Signed/received** |
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| **TOTAL** |  |  |

Please hand completed claim forms to a committee member or by post or to the address below.