

RCTA Member Expense Claim Form

If you have incurred any costs on behalf of Roving Canal Traders Association, please complete this form and email (with copies of any receipts you may have) to:

canaltraders@outlook.com

Name:	Date:
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Preferred Method of Payment:

Direct to Bank

Account Name:

Account Number:

Sort Code:

PayPal

PayPal Email Address:

Reason for Expense Claim (e.g., Travel to Meetings, Market Consumables):

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Description:	Amount
Please give a brief description of items purchased or claimed for.	Please attach copies of receipts where possible.
Total Claimed.	

Steering Committee use only

Reimbursed By: Date:

Print Name: