



# Aldryngton School PTA

Reg. Charity No. 1026094

## Expense Claim Form

Please use this form for all claims for reimbursement of expenses incurred on behalf of Aldryngton School PTA.

### Treasurer use only

Item No.    /

Amount £    -

Cheque No.

Issued   /   /

Cleared   /   /

Payee:

(to whom the reimbursement cheque will be made payable)

Purpose:

Total amount claimed:

£    -

Receipt details (please attach all receipts)

1.  £    -

2.  £    -

3.  £    -

4.  £    -

5.  £    -

6.  £    -

More than six receipts? Continue overleaf...

Signed

Date

  /   /  

Return the completed form with receipts to the School Office (marked FAO PTA Treasurer) or to the PTA Treasurer in person.

Further copies of this form can be obtained from the School Office or downloaded from [aldryngton.wokingham.sch.uk](http://aldryngton.wokingham.sch.uk)