

Lothians Conservation Volunteers Payment Record Sheet

Version 9

Summary	
Date:	Amount:
Payee:	
Notes/Rationale:	

INSTRUCTIONS:

- Fill in the form and attach receipts for expenditure.
- Receipts should itemise costs and show supplier's VAT number where applicable.
- Return the form and receipts to the Treasurer. You may do this directly or by leaving on the clipboard in the minibus where they will be collected with the task sheets.
- Your personal details will only be used by the LCV committee for the purposes of processing your expense claim. Full details at <http://www.lcv.org.uk/docs/privacy.html>

Expenditure Categories	
Detail expenditure using categories below.	Amount
Administration: Meeting Room, Miscellaneous, Mobile Phone, Refreshments	
Buildings: Electricity, Security, Maintenance & Repair, Business Rates	
Expenses of Fundraising: T-shirts, Ceilidh	
Insurance: Buildings, Minibus, Work	
Publicity: Newsletter, Postage, Sundry Expenses, Website, Social Media	
Sundry Expenses: Affiliations, Miscellaneous, Volunteer accomodation	
Tools and Equipment: Maintenance & Repair, New tools & equipment	
Training: (specify):	
Vehicle Expenses: Fuel, Maintenance & MOT, Road Tax, Other costs	
Other: (specify):	
Total:	

Claimant details	
Please pay me the amount shown as Total above. I confirm that this expenditure was properly incurred on LCV business.	
Name:	
Signature:	
I am happy to receive an electronic payment direct to my bank account, so have provided my account details below:	

Bank account sort code						
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Bank account number									
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Process Checks	
(For Treasurer's use)	
Expenditure appears to be valid	✓
All vouchers attached to this form	
Total value of vouchers matches total paid	
Details entered into accounts	
Cheque issued (Number:)	