♣ ♦ Oxford Bridge Club CIO ♥ ♠

Expenses claim form

Name: _____

Claim period: _____ to _____

Item no.	Description	Amount	Catering	Cleaning	Printing, postage & stationery	Building maintenance	Bridge	Travel	Other
	Total claimed:								

Signed: _____

Date: _____

Note : Receipts must be provided for all times other than car mileage claims

Office use:

Cheque no: _____ Date: _____

Paid by BACS: Date: _____