

# Sudbury Dramatic Society

## Expenses Claim Form

Name: \_\_\_\_\_

Total amount of claim: £ \_\_\_\_\_

Production: \_\_\_\_\_

Items being claimed for:

*For official use only*

1 _____	£ _____	_____
2 _____	£ _____	_____
3 _____	£ _____	_____
4 _____	£ _____	_____
5 _____	£ _____	_____
6 _____	£ _____	_____
7 _____	£ _____	_____
8 _____	£ _____	_____
9 _____	£ _____	_____
10 _____	£ _____	_____

- Please staple all receipts to this form.
- Please submit this form to the SDS Treasurer c/o Quay Theatre as close as possible to the start of the run (where applicable)
- Please state clearly what you are claiming for.

Who should the cheque be made payable to?

\_\_\_\_\_

I confirm that the above claim represents genuine and agreed expenditure for the above production.(where applicable)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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*I have received a cheque in payment for this expenses claim.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_