

Canterbury Gliding Club Inc.

PO Box 11074
 Sockburn
 Christchurch 8443

Expense Claim Form

Expenditure on behalf of the club requires prior approval from the Executive Committee
 Attach Tax Invoices or Receipts for all expenses and send the completed form to the Treasurer
 Expenses are approved at the next Executive Committee meeting

Date	Company	Details of Expenses	Amount	For Treasurer's Use	
				Exp	Class
Total					

Please reimburse me by payment into the flying account of: _____

or direct credit to bank account number: _____

Signed: _____

Date: _____

This section for Treasurer to Complete

Expenses Approved Signed: _____

Date: ____ / ____ / ____

Amount Reimbursed: _____
