**Streatham Theatre Company (STC)**

Claim for expenses

***Please complete details below and send with associated receipts to the STC Treasurer.***

**Name**: **Phone**: **Email**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item(s) purchased** | **Receipt id** | **STC Event/ Play/ Show or other** | **Reason for purchase (e.g. event, props, costume, set, licence, venue hire)** | **Cost £** |
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|  |  |  |  |  |
|  |  |  | **Total claimed** | **£ 0.00** |

I confirm that the above expenditure has been spent on behalf STC.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Signature* Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please reimburse me by bank transfer to the sort code/account below:
*Please provide bank details below. Necessary only if we have not paid you before or if your bank details have recently changed. If you prefer, you may send your details separately*

Bank Account Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sort Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please send this form and receipts to:*

Liz Burton (STC Treasurer) E: treasurer@streathamtheatre.org.uk

53 Hambro Road, T: 020 8793 3771

Streatham M: 07952 889187

London

SW16 6JD

*We use your data to process your claim subject to our privacy policy at www.streathamtheatre.org.uk/legal*

 ***(For completion by treasurer)***

The above expenditure has been checked and is approved on behalf of STC.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Signature* Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Treasurer)

**Expenses paid:**

BACS /Cheque ref: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ £ \_\_\_\_\_\_\_\_\_\_\_\_\_

Actioned by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Signature*