

## Grace + Flavour Expenses Claim Form

**Please read the guidance notes on reverse before making a claim.**

**Name:**

**Address:**

**Purpose of Expenditure:** Garden / Operating Expense / Maintenance / Other

**Prior Approval**

Yes / No

by Chairman / Treasurer/ Head Gardener

Date	Supplier	Details	Amount £p
<b>Total to be reimbursed:</b>			

### Approval / Confirmation

The Claimant confirms all expenditure listed above has been wholly and properly incurred in connection with the purposes of Grace and Flavour CIC.

Submittal Date	Claimant Name	Claimant's Signature
	Approved by Chairman / Treasurer or Head Gardener/Director	Authoriser's Signature

Please put completed expense claim form with all receipts in Treasurer post (a red file above desk in potting shed) and notify treasurer by email to: [info@graceandflavour.org](mailto:info@graceandflavour.org)  
***PTO for Guidance Notes***

## **Grace+ Flavour Expenses Claims Guidance Notes**

Please read this note carefully before purchasing any item for Grace and Flavour CIC. It is important to follow this guidance to help enable prompt reimbursement of expenses incurred.

### **Before Purchasing**

1. Please ensure you have obtained prior approval for the purchase from the chairman, head gardener or treasurer for all expenses over £20 in total except in the case of directors procuring regular expense items as agreed and budgeted for by the finance committee.

### **Claiming Expenses**

2. Expenses claimed must be for expenditure incurred wholly in connection with the purposes of Grace and Flavour CIC and be for actual goods or services procured which should be:-
  - necessary
  - with no suitable alternative,
  - provide reasonable value for money (this does not necessarily mean the cheapest).
3. All expense claims must be accompanied by the original receipt(s) for each item and are to be signed by the claimant.
4. If the original receipt has been lost please attach a note explaining and provide other documentary evidence of the item purchased and actual cost incurred.

### **Approval of Claim**

5. All completed expense claims are subject to approval by a director of Grace and Flavour (or the Treasurer) other than the claimant. Expense claims above £100 in total are subject to approval by the chairman, head gardener or treasurer.

### **Submittal and Reimbursement**

6. Please put your completed expense claim form with original receipts in treasurer's post book, a red file at kept the head gardener's desk in the potting shed. Please inform the treasurer by email (below) when the form is submitted. If this is your first claim to Grace and Flavour please include your Sort Code and Account Number and Name for payment.

Treasurer email:- [info@graceandflavour.org](mailto:info@graceandflavour.org)

7. Grace and Flavour CIC is not liable for reimbursement of expense claims which do not follow points 1 to 6 above. Non-compliant expense claims may be rejected with reasons given.

### **General**

8. This claim form can be used to record donations. A brief description of the item or service and its approximate value will help Grace + Flavour in keeping a true record of its assets.
9. For further details please refer to the document "Expenses Policy" on the G+F web site.