Refrence NO

Majlis Ansarullah Uk Expense Claim/Payment Form A

1.We are a registered charity. This requires us to maintain our financial records, abiding by the rules of the regulatory authority. Please ensure you maintain a record of all documentation.2.Write Clearly in BLOCK Letters.3. Make sure form is supported with all original receipts & expenses are approved from relevant office.

Claimant Name			**Claimant Aims NO.**	**Total Amount**		**Payment Date**
Majlis/ Qaidat			**Region:**	**Advance (If Any)**		
Payable to			**Payee Aim No.**	**Amount payable**		
Payment Method	**Chq/DD/Bacs/EBP/ CHG**	**Cheque NO**	**Name in Bank**	**Sort Code:**	**Account NO.**	

S.No	**Detail**	**Expense /Head**	**Amount**
TOTAL		**£**	

Claimant Signature		Claimant Tel. NO	
Approved By			
Enterd By			

Contact Expense Department via E Mail: **addl. Maal@ansarullahuk.Org**