

Harefield School

Achievement through Active Learning

Northwood Way, Harefield

Uxbridge, Middlesex, UB9 6ET

T 01895 822108 F 01895 822414

info@theharefieldacademy.org

www.theharefieldacademy.org

EXPENSE CLAIM FORM

Child Name: _____

Year: _____ Date: _____

Supplier	VAT No.	Details	Net	VAT	Gross	Account Code(finance use)
(Please attach all VAT receipts to this claim)					Total Amount claimed:	

Approved: _____
PP Line manager

Approved: _____
Finance

Paid: Cash(under £25)
BACS

Account Name:
Sort Code:
Account Number: