

PACK 922 EXPENSE CLAIM

Date: _____ Event: _____
Name: _____ Reference: _____
Address: _____

Payment Details	Cost Center Code	Account Code	Amount
			-

Pack Leader Approval _____ Paid Method _____
Paid By _____ Paid Date _____

Original Receipts must be attached - Ensure that your claim has Manager and Finance approval before it is presented for Treasury approval. Finance Approval requires validation of budget center and GL account code assignment and ensure accuracy of the invoice.