



Claims Form

Name:	Kesteven and Grantham Girls' School
Address	Date Claim Submitted:
Post Code	Claim Period:

I claim the total sum of £..... for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed.....

Date	Details of Claim	Mileage if applicable	Total Cost

This form should be submitted to the Clerk to Governors within six weeks of the date when the allowances were incurred. Governors claiming should submit their bank account details to the Bursar to enable BACS payment. Please attach a recent fuel receipt to support mileage claims.

Approved by:

Principal..... Date

Company Secretary Date

When applying for expenses for the first time, or if your bank account details have changed, please complete this section.

Name of Account Holder	Sort Code	Account Number