

PRIVATE & CONFIDENTIAL WHEN COMPLETED

**DEFENCE
POLICE
FEDERATION****MISCELLANEOUS CLAIM & EXPENSE VOUCHER**

Voucher No
Account
Folio No
Date
Cheque No

NAME (please print):
H/A (House no./name and post code):
STATION:

PAYMENT METHOD

Please tick:

CHEQUE **BACS (please complete below):** **ADVANCE**

SORT CODE:	ACCOUNT NO:
NAME ON ACCOUNT:	
BANK & BRANCH:	

EXPENSE DETAILS

If fully itemised receipt has not been attached an explanation should be provided.

ITEM	QTY	UNIT PRICE	£	p
TOTAL				

I certify that the above claim was for Federation business/purposes.

CLAIMANT SIGNATURE: **DATE:** __/__/____**OFFICE USE ONLY**

I certify that the above claim is correct and that the expenses claimed are for attendance at a meeting on Federation business.

AUTHORISING SIGNATURE: **DATE:** __/__/____