



# LINLITHGOW BURGH TRUST



## EXPENSES CLAIM FORM

Name: ..... Tel No: ..... Date: .....

Address: .....

Account codes (A/C Codes) are listed in a document that is available for download from the LBT website:

If possible, please fill in the relevant account codes in the right-hand column as this will assist the Treasurer. If your receipt includes purchases covered by more than one account code, please use a new line for each. Leave the code blank if you are unsure.

Date	Supplier	Item Purchased	Project or Activity	Cost £	A/C Code
<b>TOTAL AMOUNT CLAIMED</b>				<b>£</b>	

Date: ..... Signaure: .....

Please tick all the relevant boxes: Cost Centre: Burgh Trust  Civic Trust  Burgh Beautiful

Linlithgow Civic Trust and Burgh Beautiful Linlithgow are both part of Linlithgow Burgh Trust.

Issue 01 – 29 July 2017 Linlithgow Burgh Trust is a SCIO. Scottish Charity No. SC047211.