

**PAYMENT VOUCHER**



CLAIMANT (block capitals): \_\_\_\_\_

AMOUNT (in numbers): £ \_\_\_\_\_ (please attach receipts)

DIRECT BANK PAYMENT

CASH   
(maximum £50)

CHEQUE   
(minimum £50)

If you want to be paid by DIRECT BANK PAYMENT (recommended), please fill out the following details:

YOUR BANK ACCOUNT NUMBER: ..... YOUR BANK ACCOUNT SORT CODE: .....

CONTACT E-MAIL ADDRESS: \_\_\_\_\_

SIGNATURE OF CLAIMANT: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

ACTIVITY GROUP NAME (if applicable) \_\_\_\_\_

SHORT DESCRIPTION OF ITEMS (will appear on account statement)	AMOUNT	A/C CODE	SOCIETY / DEPT CODE	VAT CODE (OFFICE USE)
Item 1	£	/	/	
Item 2	£	/	/	
Item 3	£	/	/	
Item 4	£	/	/	
Item 5	£	/	/	

AUTHORISED 1<sup>ST</sup> SIGNATURE \_\_\_\_\_  
 PRINT NAME \_\_\_\_\_  
 POSITION \_\_\_\_\_  
 DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

AUTHORISED 2<sup>ND</sup> SIGNATURE \_\_\_\_\_  
 PRINT NAME \_\_\_\_\_  
 POSITION \_\_\_\_\_  
 DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

RECEIVED SIGNATURE: \_\_\_\_\_  
 PRINT NAME: \_\_\_\_\_  
 DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**PV's WILL BE CHECKED AND APPROVED EVERY TUESDAY. PAYMENT WILL BE RECEIVED WITHIN 7 WORKING DAYS OF APPROVAL.**

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### **MONITORING OF BUSINESS / VOLUNTEER MILES**

As part of LGoS' Ethical and Environmental policy monitoring, we ask any individuals or groups that travel on LGoS business / activities to complete the details below.

<b>Person / Group</b>	<b>Date</b>	<b>Destination</b>	<b>Reason for trip</b>	<b>No. of miles</b>	<b>Mode of transport used</b>

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