

Panda Players

Claim for Expenses Incurred

Claimant Name:

Reason for Claim:
e.g. name of show or event

Claimant Telephone:

Claimant Email:

Claimant Sort Code:

Claimant Account No:

Date of Expense	Description of Expense	Cost	Receipt YES/NO	Code

TOTAL CLAIMED

Approved and Paid on

Payment Method

- CODES**
- PUB** Publicity
 - SET** Set Build
 - TRNS** Transport
 - PROP** Props
 - EFFCT** Effects
 - COS** Show Costumes
 - MU** Make Up
 - SM** Stage Manager
 - GFT** Gifts
 - ASP** After Show Party
 - FOOD** Food
 - DRINK** Drinks Stock
 - WROBE** Wardrobe

MILEAGE

Date of Journey	Reason for Journey	Miles Travelled	Cost @ 20p/mile	Code
				MILES
				MILES
				MILES