

# GISLINGHAM PARISH COUNCIL

## VOLUNTEER, COUNCILLOR & PARISH CLERK EXPENSE REPORT

Name: \_\_\_\_\_

[illegible]

## Notes

**The date to be entered is the date the transaction took place (ie the supplier invoice date). Enter date as follows: 21-3 (hit return) for 21 March 2020.**

**Attach vouchers for each line item except mileage. If the voucher is a standard invoice as opposed to a retail invoice, ensure it is addressed to GPC.**

**Description should include the supplier name where appropriate.**

**Enter amounts net of VAT in the analysis columns and the VAT in the VAT column. The spreadsheet will add totals across and down.**

**Do not enter anything in the blue shaded areas.**

**VAT can be reclaimed if the retailer's receipt has a VAT registration number (which should be recorded) and specifies the rate of VAT and the amount.**

**Admin includes Postage & Stationery.**

Signed: \_\_\_\_\_

Approved: \_\_\_\_\_

Paid On: \_\_\_\_\_

Cheque No: \_\_\_\_\_