

# Expense claim form

Espoo Squash Rackets Club ry



<b>Date</b>	
<b>Name</b>	
<b>IBAN</b>	

<b>Basis for claim</b>	<b>Date</b>	<b>Amount</b>

<b>Total amount</b>	
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Attach receipts and invoices as scanned (pdf or jpg) or as paper copies.

When claiming accommodation expenses the names of all participants are required, write on the receipt, invoice or separate document.

When claiming meal expenses provide detailed receipt with names of all participants.

Debit or credit card receipt alone is not sufficient.

If receipt is to be split among several applicants all the applicants fill in their own claim forms. Then attach the receipt and all the claim forms together before sending to treasurer.

**Claim addressed to:**

By email [talous@esrc.fi](mailto:talous@esrc.fi) or treasurer's mailbox at Esport Center

<b>Paid</b>
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