

Payment Requisition Form

For Tenant Meal Expenses



Payment to be made to				
Name:				
Address Line 1:				
Address Line 2:				
Post Code:				
Details of meal(s)				
Meeting name	Date	Time of the meal	Duration of the event	Cost
<i>Eg. Dover District Tenants Consultative Group</i>	<i>01/01/24</i>	<i>2pm</i>	<i>4.5 hours</i>	<i>£3.00</i>
Total cost:				
Declaration: This record is accurate to the best of my knowledge and care has been taken in documentation.		<i>Signed:</i>		
Please also complete the Bank Details Form for Resident Expenses each time you submit an expense.				