

# **Aberdeen U3A Expenses Claim Form**

What is the reason for this expense claim?

Have you attached your receipt(s)?    Yes    No

Number of receipts –

Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Do you wish payment by cheque or bank transfer?

If by bank transfer please advise

Sort code \_\_\_\_\_                      Account number \_\_\_\_\_

Name of Account holder \_\_\_\_\_

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Authorised By (signature) \_\_\_\_\_

Name \_\_\_\_\_                                      Date \_\_\_\_\_

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## **For Treasurers use only**

Date Paid \_\_\_\_\_ Cheque Number \_\_\_\_\_

Treasurers' Signature \_\_\_\_\_