

EXPENSES CLAIM FORM

Name:

Group/Activity

Address:

Please complete your claim in the boxes below.

Car mileage allowance – 45p per mile

Home photocopying/printing – 10p per copy (Black & White); 20p per copy (Colour);

Shop photocopying/printing – at cost

TOTAL CLAIMED please ensure to include all receipts		

Burgess Hill u3a would normally pay all expenses claims by bank transfer.

Please add your bank details below. If you prefer a cheque please tick this box

☐

Bank Account Name:

Sort Code and Account Number:

Signed:

Date:

When complete send, with receipts, to the Treasurer, Anthony Vander Willigen at 42 Howard Avenue, Burgess Hill, RH15 8TS Any queries and/or questions please contact the Treasurer – 07526 694030/01444 246993 or email avdwilligen@hotmail.co.uk