



# Burgess Hill

## EXPENSES CLAIM FORM

Name:

Group/Activity:

Address:

Please complete your claim in the boxes below.

Car mileage allowance – 45p per mile

Home photocopying/printing – 5p per copy; shop photocopying/printing – at cost

<b>TOTAL CLAIMED</b> 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, Anita Davey at

The Lees, Keymer Road, Burgess Hill RH15 0BA

Any queries and/or questions please contact the Treasurer – 01444 236915 or email  
anitadavey57@hotmail.co.uk