

BURTON ON TRENT u3a

COMMITTEE MEMBERS EXPENSES FOR QUARTER ENDED

20

FROM (PLEASE PRINT)

TEL

PLEASE ATTACH RECEIPTS IF AVAILABLE

POSTAGE

TOTAL POSTAGE £

STATIONERY

TOTAL STATIONERY £

PHOTOCOPYING / PRINTING

OUTSIDE COPIES

HOME COPIES @ 12p

TOTAL COPYING £

TRAVEL AND PARKING

FOR MEETINGS OUTSIDE OUR AREA. eg
National AGM, Regional Conference, Link
Meetings and Courses.

MILEAGE @ 30P

PARKING

FARES

TOTAL TRAVEL £

OTHER EXPENSES PLEASE DETAIL

TOTAL OTHER £

TOTAL EXPENSES £

I confirm that these expenses relate to Burton-on-Trent u3a

Please return to the Treasurer

Signed

Date