Cheadle and Gatley U3A

Expenses claim form

This form is intended primarily for committee use, but can be used by Group Convenors to claim for minor expenses in running their Group.

Claims for items over £20 should have prior committee approval.

Please print this form and after completion return it to the Treasurer

along with any appropriate receipts

Date/dates	Details of claim (see below for agreed rates)	Amount
	TOTAL AMOUNT CI	

	Claimant's:	Name
		Signature
		Phone number
	Interest Group:	
	Agreed rates	Home printing A4 text 15p
		Home printing A4 photo 70p
	Authorised by:	
	For Treasurer's use only	Date paid
PDF Version		Cheque number
10/12/2021		BACS