



Folio No.

THE UNIVERSITY OF THE THIRD AGE CRAWLEY

Registered Charity No. 1029004

Claim for Expenses by a Member of Crawley U3A

To be passed to the Treasurer for payment
Please attach invoice/till receipt whenever possible.

Group: Claimants Name:

Claim covers the period: to

Preferred Payment Method <i>Enter 'X' in check box</i>	Bank Transfer <input type="checkbox"/>	Cheque <input type="checkbox"/>	Cash <input type="checkbox"/>
Account details for Bank Transfer	Sort Code <input type="text"/> - <input type="text"/> - <input type="text"/>	Account Number <input type="text"/>	
Postal address for Cheque	<input type="text"/>		Post Code: <input type="text"/>

Expense Type	Details	Amount Claimed
Stationery		
Postage		
Travel		
Any other expenses (please specify)		
Home computer printing copies	@ 10p B&W <input type="text"/> sheets	
Home computer printing copies	@ 20p Colour <input type="text"/> sheets	
Total		£ <input type="text"/>

Claimant Signature: Date:

Authorised by (Group Leader):

Payment by: Bank Transfer Cheque Cash

Bank Transfer / Cheque No. Amount Paid: £

Treasurer: Date Paid: