

EAST GRINSTEAD U3A

To:

The Treasurer

Mr Keith Mason, 47 Kipling Way, East Grinstead, RH19 1TD

EXPENSES CLAIM FORM

Submitted by:

Date.....

Address:.....

Tel:.....

.....

Date	Description of expense	Amount
	Total Amount Claimed Please attach receipts	£

Leader's signature

Expenses notes

- Contributions to Group Leader's Expenses should be made at the beginning of the year unless agreed otherwise
- Expenses for light refreshments should not be included on this sheet.

If you have any questions, please contact the Treasurer:

treasurer@eastgrinsteadu3a.co.uk