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|  | **Request for Reimbursement of Expenses spent on Edinburgh U3A Business** |

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| **Date Incurred** | **Supplier** (if relevant) | **Item and Purpose** | **Attached Receipt No** | **Amount**  **£** |
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| **Total Claimed** | |  |  |  |

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| I claim the above expenses which I have incurred on Edinburgh University of the Third Age business. |

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| Name |  | Signature |  | Date |  |
| Approved By |  | Signature |  | Date |  |

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| Treasurer’s Use | Date |  | Cheque No |  |

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