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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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