**GREAT GLEN U3A Expenses**

**Claimed by: ..............…………………………………..**

**Most expenses need prior agreement with the Committee. Check the Useful Information for Group Leaders for advice.**

**Please attach/ staple receipts to back of the form**

**No Date Item (please attach receipts) Group Amount**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
|  |  |  | **Total** |  |

**Mileage Claim**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Item** | **Journey** | **number miles** | **Rate per mile** | | **Amount** |
| 1 | Mileage |  |  | 30p | |  |
| 2 | Mileage | With one passenger |  | 32p | |  |
|  |  |  | **Total** | |  | |

**Signed (by claimant): …………………. Date: …....................**

**Please give Account name …………………………………….. sort code ………….. and account number ………………if you want a direct payment rather than a cheque (**and you have **not** notified the Treasurer of your details already**).**

**Cash received .............. Signed (by claimant): ………………….**

Please give form to Treasurer, Roger Edwards, 5 Eden Road, Oadby, Leicester LE2 4JP