

# Great Glen Oadby & Wigston 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				
			<b>Total</b>	

## Mileage Claim

No	Item	Journey	number miles	Rate per mile	Amount
1	Mileage			30p	
2	Mileage	With one passenger		32p	
			<b>Total</b>		

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): .....**

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

March 2024