



TRUSTEES EXPENSES CLAIM FORM

NAME:	
Date:	Signed:

A. <u>Mileage</u> <i>@ 45p per mile</i>		£
B. <u>Telephone</u>		£
C. <u>Postage</u>		£
D.		£
<i>Description</i>		
E.		£
<i>Description</i>		
<i>(Please attach receipts where possible)</i>		
Total		£

X	Please indicate preferred payment method		
	Cash		
	Cheque		
	Electronic transfer	Sort code	Account number
		/ /	

Treasurer

<i>Signed</i>	<i>Date approved</i>
<i>Amount</i> £	<i>Payment Method</i>
	<i>Cheque Number</i>

Lancing & Sompting U3A

Finance Procedures

Trustee Expenses

Use the **Trustee Expenses Claim Form** to request reimbursement of U3A expenses. The expenses should have prior agreement from the Committee.

Please enter you name, date and sign the form at the top.

Mileage will be paid at the following HMRC rates: -

45 p per mile

Extra 5p per mile for every U3A member travelling in the same vehicle to the same venue

Indicate the number of miles claimed, and passengers

Indicate purpose of phone call, attach copy from bill

Indicate number of stamps and whether standard/large, first/second class

Description of other expenses

Attach all invoices to the Form, except for a mileage claim.

Enter a **X** against the preferred payment method. If electronic transfer is requested, then include your bank sort code and account number.

Pass the form to the Treasurer, who will arrange payment of all previously approved expenses.