

## Oban U3A EXPENSES CLAIM FORM

Name:

Reason for journey or expenditure:

Mileage rate for journeys by car: 35p per mile

Home photocopying and printing expenses are reimbursed at 10p per side for colour, 5p per side black and white

Copying or printing done elsewhere (e.g. Library) should be claimed at cost and supported by receipt

| Date  | Itemised details of expenses and/or journeys (including mode of travel and subsistence) | Mileage travelled by car | Travel and Subsistence Costs | All other expenditure incurred |
|---|---|--------------------------|------------------------------|--------------------------------|
|   |   |                          |                              |                                |
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|   |   |                          |                              |                                |
|   |   |                          |                              |                                |
| Receipts should be attached where applicable (not VISA machine receipts). |   |                          |                              |                                |

Claimant Signature:  Date:

Approved By:  Date: