



APPENDIX C: MILEAGE/TRAVEL CLAIM FORM

SALTBURN DISTRICT U3A MILEAGE CLAIM FORM

*Please note that mileage claims have been agreed only for the purpose of reconnoitring walks and similar outdoor activities in recognition of the extra use of your car. Any parking charges may also be included. The completed form must be submitted to the Treasurer monthly for payment.
Do NOT take the payment from your group members' session fees.*

CLAIMANT NAME			
GROUP			
DATE OF WALK / VISIT / EVENT			
DATE OF RECONNOITRE <i>(If applicable)</i>			
DETAILS OF WALK / VISIT / EVENT			
MILES TRAVELLED @ 40 pence per mile	miles	SUB-TOTAL	£
PARKING CHARGES		SUB-TOTAL	£
TOTAL AMOUNT CLAIMED <i>(Miles + Parking)</i>			£
SIGNATURE OF CLAIMANT			
DATE			
Validation			
SIGNATURE OF GROUP LEADER			
DATE			
<i>For SDU3A Treasurer use only</i>			
TOTAL AMOUNT PAID			£
DATE PAID			
CHEQUE NUMBER			