Stanford-le-Hope and District U3A

THE UNIVERSITY OF THE THIRD AGE

Expenses Claim Form

All Claims must be submitted with receipts / evidence of mileage or they will not be approved.

Name: Ay Bee Sea ..... Office: Of the Great Worker .. Membership Number: 999 .....

Date	Details / Reason	Mileage	Amount £	Office use
01/01/1900	Essential visit to Official for business specified at 45p	6	2.70	
02/01/1900	Printing of Committee Documents, 12 sheets at total of 5p		0.60	
03/01/1900	Phone calls to National U3A etc. not covered in contract detailed on separate phone log		13.23	
04/01/1900	Purchase of Asset (detailed), authorised by minutes of (date)		25.00	

Amount Claimed Receipt: £41.53 ..... Signed: Squigle..... Date: 05/01/1900.....

Official Use Only

Claim Authorised by..... Date .....

Approved by Treasurer ..... Date .....

Paid by cheque number ..... Date .....

Entered in Accounts by ..... Date .....