

SUN Expenses Claim Form for the following activity/ies:
 All activities must be approved by SUN beforehand.

Print Name: _____ Phone no. _____

U3A : _____ Email: _____

Date: / / 20__

Signature: _____

£ p

Local calls @ 20p	_____
National calls @ 45p	_____
Postage	_____
Photocopying @ ___p per sheet	_____
Home printing @ 3p per sheet	_____
Car use, _____ miles @ 45p per mile*:	_____
Parking fees:	_____
Travel by _____	_____
Other expenditure:	_____

Total claimed: **£** _____

- From 1/4/2019
- **NB. Attach receipts & any cheques payable to SUN U3A**
 to the SUN Treasurer Brian Dalby, 17 The Meadows, Graycoats Drive TN6 2JU

 Payment chq no. _____ / cash Payment Date: / /