



Expense Claim Form - for any activities authorised by SUN

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: £ _____

SEC member's signature: _____

From 1st December 2019 send to the SUN Treasurer: John Pheby, 44 Flint Way, Peacehaven BN10 GN

NB. Attach receipts & any cheques payable to SUN U3A

Payment chq no. _____ / cash

Payment Date: / /