



## Washington Village U3A

### GROUP LEADER / COMMITTEE MEMBER EXPENSES CLAIM FORM

NAME .....

Printing ..... £.....

Postage ..... £.....

Travel Event: .....

Journey: .....

Date: .....

Car: ..... miles @ 45p/mile £.....

Rail/bus..... £.....

Other ..... £.....

..... £.....

..... £.....

TOTAL £.....

NB Receipts should be attached for all items except single 2<sup>nd</sup> class stamps and car travel.

*I certify that the expenses detailed above have been incurred by me on business related to Washington Village U3A*

Signed ..... Date .....

Interest Group / Committee role .....

Authorised by ..... Cheque number.....

BACS  Sort code..... Acc. No. ....  
(only needed for initial claim for payment by BACS)