

GROUP LEADER / COMMITTEE MEMBER EXPENSES CLAIM FORM

NAME

Printingsheets @ 10p/sheet for..... £.....

Postage £.....

Travel **Event:**

Journey:

Date:

Car: miles @ 45p/mile £.....

Rail/bus..... £.....

Other £.....

..... £.....

..... £.....

TOTAL £.....

NB Receipts should be attached for all items except single 2nd class stamps, printing 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)