

WELLS u3a EXPENSES FORM



- 1 Please complete this form to claim expenses incurred on behalf of Wells U3A
- 2 State to whom cheque should be made payable, the amount and the reason for the claim
- 3 If not a member of Wells U3A please give address details of where the cheque should be sent
- 4 Receipts for purchases must be included with claim, even if claim is sent by email
- 5 When complete send or email to Treasurer: Mike Lee, Rathdownie, Wookey Road, Wells BA5 1NA
Tel No: 01749 673529 Email: it.wellsu3a@gmail.com
- 6 Expenses incurred during the year February to January must be claimed by 25th January each year to be included in the correct financial year

	Name to be shown on cheque	Amount £	Description of expenses claimed
1			
2			
3			
4			
	TOTAL		

Signature: _____

NAME: _____ Date: _____

Subs/Event/Visit/Group: _____

FOR TREASURER'S OFFICIAL USE:

Cheque Number:		BACS Payment:	SERIAL REFERENCE NO:
Bank Account:	Main / No 2		

Notes:

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