WELLS u3a EXPENSES FORM

Name to be shown on cheque

Notes:

- 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

Amount £

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

Description of expenses claimed

Wells Somerset

2					
3					
4					
	TOTAL				
	Signature:				
	NAME:		Date:		
Subs/Event/Visit/Group:					
FOR TREASURER'S OFFICIAL USE:					
FOR	Cheque Number:		BACS Payment:	SERIAL REFERENCE NO:	
	Bank Account:	Main / No 2	bries i dyment.	SERVICE RELEASE 110.	
Note		Walli / NO Z			
WELLS u3a EXPENSES CLAIM FORM					
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	Name to be shown on cheque	Amount £	Description of expenses clain	ned	
1					
2					
3					
4					
	TOTAL				
	TOTAL Signature:				
•			Date:		
	Signature:		Date:		
	Signature: NAME: Subs/Event/Visit/Group:		Date:		
	Signature:		Date: BACS Payment:	SERIAL REFERENCE NO:	