

Wyre u3a Expenses Claim Form

Treasurer, Wyre u3a

The following expenses were incurred by on behalf of Wyre u3a.

Date.....

Please give costs under stated headings. Add further details as necessary overleaf.

Staple receipts to form.

| Category | Details | Cost |
|---|---------|------|
| Postage | | |
| Stationery | | |
| Telephone calls | | |
| Printing/Photocopying | | |
| Travel: car mileage at HMRC rates, parking, bus/train fares | | |
| Other (please itemise) | | |
| Total claim | | |

If you wish to receive the due amount by bank transfer, please provide your bank account details below:

| | |
|----------------|--|
| Account Name | |
| Sort Code | |
| Account number | |

Signature

For u3a use

Authorised.....

Date.....