



EXPENSES CLAIM

Note: Up to £30 per term can be claimed for U3A-related expenses, without prior authorisation. The claim must be submitted to the Treasurer, together with all relevant receipts and full details of the expenditure, for authorisation and payment.

For claims of more than £30 for U3A-related expenses, prior authorisation from the Treasurer and Chair/Vice-Chair must be sought before the expenditure is made. Subsequently the claim must be submitted to the Treasurer, together with all relevant receipts and full details of the expenditure, for authorisation by the Treasurer and the Chair/Vice-Chair, and payment.

To: The Treasurer, Christchurch U3A, The Epicentre, Druitt Hall Approach, High Street, Christchurch, BH23 1AB

From: _____ (Name) Membership no: _____

Role: _____ (Group Leader/Committee/Other)

Address: _____

Telephone: _____ E-mail: _____

Claim is relevant to: _____ (Group/Visit/Admin/Catering etc)

Reason for claim: _____

PLEASE LIST EXPENSES CLAIMED (ATTACH ALL RECEIPTS WHERE POSSIBLE)

POSTAGE:	£
TELEPHONE:	£
PHOTOCOPYING:	£
STATIONERY:	£
MATERIALS/EQUIPMENT:	£
PETROL (number of miles: @ 45p per mile):	£
OTHER (please specify): _____	£
TOTAL:	£

Signed: _____ (Claimant) Date: _____

Where expenses total more than £30.00

Authorised: _____ Authorised: _____
(Treasurer) (Chair/Vice Chair)