

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 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 and payment.

To: The Treasurer, **u3a** Christchurch, 27a High Street, Christchurch BH23 1AB

From: _____ (Name) Membership No. _____

Role: _____ (Group Leader/Committee/Other)

Address: _____

Telephone _____ Email: _____

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

Reason for Claim: _____

Payment will be made by BACS unless otherwise agreed. Please specify Bank details for payment purposes.

Bank Name: _____ Bank Sort Code: _____

Account Number _____ Account Name _____

PLEASE LIST EXPENSES CLAIMED (ATTACH ALL RECEIPTS WHERE POSSIBLE)

Postage	£
Photocopying	£
Stationery	£
Car - Parking	£
Other	£
Total	£

Signed: _____ (Claimant) Date: _____

Where expenses total more than £30.00

Authorised: _____ (Treasurer) _____ (Chair)