**LOSTWITHIEL AREA U3A EXPENSES CLAIM FORM**

|  |  |
| --- | --- |
| **Name** |  |
| Date of Claim  |  |
| Details of expenses |  |
| Costs £ |  |

Notes

 This form should be used to claim back expenses incurred on behalf of Lostwithiel Area U3A

Agreement should be made with the committee before expenses are incurred
Mileage to conferences or meetings is paid at 45p per mile
Receipts should be attached to this form for expenses incurred (excl mileage)

FOR USE BY TREASURER

Cheque and Online payments require two signatories to process

|  |  |  |  |
| --- | --- | --- | --- |
| Authorised by Signatory 1 |  | Date |  |
| Authorised by Signatory 2 |  | Date |  |
| Payment method |  | Date |  |

Ref. Expenses Claim v2 April 2017