

# GREAT GLEN U3A Expenses

Claimed by: .....

**Most expenses need prior agreement with the Committee. Check the Useful Information for Group Leaders for advice.**

**Please attach/ staple receipts to back of the form**

| No | Date | Item (please attach receipts) | Group        | Amount |
|----|------|-------------------------------|--------------|--------|
| 1  |      |                               |              |        |
| 2  |      |                               |              |        |
| 3  |      |                               |              |        |
| 4  |      |                               |              |        |
| 5  |      |                               |              |        |
|    |      |                               | <b>Total</b> |        |

## Mileage Claim

| No | Item    | Journey            | number miles | Rate per mile | Amount |
|----|---------|--------------------|--------------|---------------|--------|
| 1  | Mileage |                    |              | 30p           |        |
| 2  | Mileage | With one passenger |              | 32p           |        |
|    |         |                    | <b>Total</b> |               |        |

Signed (by claimant): ..... Date: .....

**Please give sort code ..... and account number .....if you want a direct payment rather than a cheque (and you have not notified the Treasurer of your details already).**

Cash received ..... Signed (by claimant): .....

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Please give form to Treasurer, Roger Edwards, 5 Eden Road, Oadby, Leicester LE2 4JP