

CAVES u3a EXPENSES CLAIM FORM

All Volunteers are entitled to claim for any expense which they incur wholly and necessarily on behalf of the u3a if they would like to do so. Claims should be set out on this form and approved by your Group leader before submission to the treasurer for payment. (Please see the note below)

CLAIM FOR REIMBURSEMENT OF EXPENSES (Please send evidence of payment)			
Item	Expense date	What did you spend this amount on?	Amount
1			
2			
3			
4			
5			
6			
7			
		Total claimed	

Your name:

Your group's name:

Your email address:

Your phone number in case of query:

Approved by

Date

Your expenses will be paid by bank transfer for which we need these bank details (first time only)

Bank sort code

Bank account no

Bank account in the name of

Note: Your approved claim should be e-mailed to eileenfearon@hotmail.com with your scanned evidence of payment. If you have any questions please don't hesitate to contact the treasurer who will be happy to help.