

## 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	