

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

Paid by

Date
