



Committee/Coordinators' Expense Claim (Form 1, Nov 2019)

To: The Treasurer

From: Tel:
(Please Print)

Job Title or Group Name:

Please attach receipts if available

POSTAGE:

.....
.....Total Postage £..... (7501)

TELEPHONE:

.....
.....Total Telephone £..... (7502)

STATIONERY:

.....
.....Total Stationery £..... (7504)

PHOTOCOPIES (Small runs only):

.....
.....Total Photocopies £..... (7506)

TRAVEL & PARKING:

.....
.....Total Travel & Parking £..... (7400)

OTHER EXPENSES – Please detail:

.....
.....Total Other £.....

(Attach additional sheets if necessary)

.....**Total Expenses** £.....

Make Cheque payable to (Please print):

OR
Bank Transfer to A/C Name: Sort Code: A/C NO:.....
(please print)

Post or email a scan or photo of this Form 1 and accompanying receipts to treasurer@u3adacorum.org

I CONFIRM THAT THESE EXPENSES RELATE TO U3A DACORUM

Signature..... Date.....

Treasurer's use only

Dept. Code Cheques/BTRF £ Cheque No./BTRF Ref. Date