

EAST GRINSTEAD U3A

To:

The Treasurer

East Grinstead U3a, 9 Wheelers Way, Felbridge, RH19 2QJ

EXPENSES CLAIM FORM

Submitted by: Date.....

Address:..... Tel:.....

Date	Description of expense	Amount
	Total Amount Claimed Please attach receipts	£

Leader's signature

Account Name

Account Number

Sort Code

Expenses notes

- Contributions to Group Leader's Expenses should be made at the beginning of the year unless agreed otherwise
- Expenses for light refreshments should not be included on this sheet.

If you have any questions, please contact the Treasurer:

treasurer@eastgrinsteadu3a.co.uk