

Claim for Expenses by a Member of Crawley U3A

To be returned to the Treasurer

Please attach invoice/till receipt whenever possible.

Name Date

	Amount Claimed
Teaching Materials	£
Stationery	£
Postage	£
Telephone calls	£
Refreshments	£
Gratuities (e.g. coach driver's tip)	£
Any other expenses (please specify)	£
	£
	£
	£
Total amount claimed	£

Signature.....

Paid by cash/cheque No. Amount

Date paid

Treasurers Signature