|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLAIMANT** |  |  | **BANK DETAILS** |  |
| **Name** |  |  | **Account Name** |  |
| **Address** |  |  | **Sort Code** |  |
|  |  |  | **Account No.** |  |
| **Post Code** |  |  | **Bank Name** |  |
|  |  |  |  |  |
| **Telephone** |  |  |  |  |
|  |  |  | **Group** |  |
| **Email** |  |  | if appropriate |  |

|  |  |  |
| --- | --- | --- |
| **DATE** | **DETAILS OF CLAIM** | **AMOUNT £** |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **CLAIM TOTAL** |  |

*Please list each receipt/invoice separately. Scanned copies are acceptable if claim is emailed.*

|  |  |  |
| --- | --- | --- |
| **MILEAGE** | @ 45p/mile (HMRC Rate) | Mileage Claim £ |
| No. Miles |  |  |

*Include Mileage Claim amount in Details of Claim above.*

|  |  |
| --- | --- |
| **I declare that the above expenses were incurred on u3a in Kennet business** | |
|  |  |
| **Signed** | **Date** |

*A signature is not required for Expense Claims submitted by email*

All claims will be processed in accordance with the U3A in Kennet Expenses Policy.

In relation to travel expenses, the most economic mode of transport should be used.

Please ensure that all receipts are attached.