

u3a in Kennet

Expenses Claim Form

CLAIMANT	
Name	
Address	
Post Code	
Telephone	
Email	

BANK DETAILS	
Account Name	
Sort Code	
Account No.	
Bank Name	

Group	
if appropriate	

[illegible]

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.