



THE UNIVERSITY OF THE THIRD AGE

SANDBACH & DISTRICT U3A

Registered Charity No: 1105144

Expense Claim Form

Claimant -Phone Number.....
 Course or Group -
 Address of Claimant -

 e-mail address of Claimant.....

Details of Claim	
Date:	Cost
Details of Expense (other than travel)	
Reason for Journey in detail	
Mileage : Number of miles	
Car Park costs	
Other Travel Costs eg train	
Total Claim	



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Expense Claims Guidance

1. Group leaders may claim for reasonable costs incurred in preparing, presenting or organising their activities.
2. All items for attendees used for activities (eg flowers for flower arranging, material for craft work, disks for computer work etc) are expected to be paid for by the attendees.
3. Mileage rate for travel is 25p per mile with a maximum of 180 miles
4. Original receipts (including those for car parks) need to be attached for all claims.
5. For claims relating to any trip, activity or purchase, where the total claimed is likely to exceed £50, the committee's approval must be obtained before any expense is incurred.

Claim Approved/Refused	
Cheque number & amount issued	