

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 |  |