

Blackwater U3A Expenses Claim (Form D)

Received: _____
Cheque No: _____
Amount: _____
Date: _____

Group: _____
Co-ordinator: _____
Email Address / Telephone: _____
Event: _____ **Date:** _____
Total Amount Claimed: _____ **From: CASH / TREASURER**
Co-ordinator's Reference: _____

Date	Details of Expense	Amount	Receipt Attached?
	1		
	2.		
	3		
	4		
	5.		
	6.		
	7.		
	8.		
	9.		
	10.		
	11.		
	12.		
	13.		
	14.		
	15.		
Totals:			

Signed:

Counter-signed:

Date:

Date:

Complete this form with as much useful detail as possible; add any notes on reverse side.
Send/hand it to the Treasurer as soon as possible keeping a copy for your records.

Standard charges are have been agreed for letters, copying, phone calls etc. Please consult the Treasurer for the current figures.