Tadley and District U3A

Registered Charity No 1150232

Expenses Claim

Group: _____ Date: _____

Claimant: _____

Date	Description	Value
		£ -

Signature (claimant) _____

The claimant declares that expenses shown above have been incurred by them wholly, necessarily and exclusively for the purposes of T&D U3A's activiites

Signature (approver 1/approver 2) _____ / _____

Print name _____ / _____

Expense Claims should be signed by two Committee members, one of whom must be an Executive Officer (Chairman, Vice-chairman, Secretary, Treasurer)