

**RADCLIFFE-ON-TRENT U3A**

**EXPENSES CLAIM FORM**

This form should be used to claim a refund of any legitimate expenses associated with the U3A, or to request payment of an invoice other than room hire.

NB. Group costs should normally be matched by the same group’s members’ contributions. If this is not the case, you must clear the proposed expenditure with the Treasurer or U3A Committee in advance.

**GROUP** .....

**DESCRIPTION OF EXPENSES** .....

**AMOUNT** .....

**RECEIPT/INVOICE ATTACHED** **YES/NO (Delete as applicable)**

**Claimed by** .....

**Signature** .....

**Date** .....

Send to: The Treasurer

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