

## U3A Mapperley and District Committee Member Expenses Claim

Date..... Name..... Office held.....

## Please enclose copies of receipts, circling relevant spends.

Date of Expenditure	Description	Amount Claimed £
	Total Amount Claimed	

I declare that any mileage claimed was in a vehicle appropriately insured for MaD u3a purposes.

Mileage claimed @ 45p per mile Vehicle reg. number.....

Signed	Date
Approved by Committee on	
Paid by BACS	Date

Expenses will be paid on or near 25<sup>th</sup> of the month