**Form gg Southwell**



 ***EXPENSE CLAIM***

 ***SOUTHWELL U3A***

**To: The Treasurer**

**From: ……………………………………………………………………………..**

**Group/Office: ……………………………………………………………………………**

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**Please attach receipts if available**

**Meeting Expenses –(Speaker, meals, materials, etc. )**

**……………………………………………………………… £………….**

**……………………………………………………………… £…...…….**

**Capital Equipment ……………………………………. £..………..**

**……………………………………………………………… £…..……..**

**Stationery ……………………………………………………… £ …………….**

**………………………………………………………………………… £……………..**

**Other ……………………………………………………… £.……………..**

**………………………………………………………………………………………………………….**

**Please pay the total £ …………..**

**Signature …………………………………… Date …………………………**

**For Treasurers Use**

**Cheque No. ………………………… Amount ………………………**

**Date Issued/Sent …………………………………………….**