



## EXPENSE CLAIM

Any general WU3A expense	Group Coordinator's Annual Allowance	New Group Start Up Expense	Normal <u>group</u> activity Expense
As approved/ incurred	£40 total per year	£50 total in first year	From <u>group</u> funds
Submit to Treasurer	Submit to Treasurer	Submit to Treasurer	For <u>Groups Treasurer</u>

-----Delete as appropriate-----

Claimant.....

Date:.....

Group Name (where relevant).....

### NATURE OF CLAIM

### AMOUNT CLAIMED

.....	£.....
.....	£.....
.....	£.....
.....	£.....
.....	<u>£.....</u>

**TOTAL CLAIMED:**     £.....

**Note: Receipts (or relevant invoices or other supporting documents) should be attached to this claim. Submit to Treasurer/Groups Treasurer. For postal address contact: [treasurer@waterloovilleu3a.org.uk](mailto:treasurer@waterloovilleu3a.org.uk)**

Claimant's signature .....

Payee's name for cheque .....

(PRINT PLEASE)

For Treasurer's use	
Cheque no:	
Date issued	