

**EASTLEIGH DISTRICT U3A
TRAVEL AND EXPENSES CLAIM FORM
(Please see notes overleaf)**

PERSONAL INFORMATION

NAME	
ADDRESS	
PHONE NUMBER	

GENERAL EXPENSES

DATE(i)	DETAIL(ii)	PURPOSE(iii)	PRICE(iv)	QUANTITY(v)	AMOUNT(vi)
TOTAL					

TRAVEL EXPENSES

DATE(i)	DESTINATION(ii)	TRAVEL MODE(iii)	PURPOSE OF TRAVEL(iv)	AMOUNT(v)
TOTAL				

TOTAL OF ALL EXPENSES CLAIMED	
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I declare that all the expenses claimed on this form were for expenses undertaken on behalf of Eastleigh District U3A.

Signed

Date.....

EASTLEIGH DISTRICT U3A

TRAVEL AND EXPENSES CLAIM FORM

1. Travel costs and general expenses can only be claimed by members of Eastleigh District U3A and on the authority of the Committee.
2. All expenses must be accompanied by receipts or evidence of the expenditure, eg written receipts for goods purchased or sufficient evidence of mileage undertaken
3. Please complete the form overleaf in black ink and sign and date bottom of the page.
4. **General Expenses.** (i) Date of purchase. (ii) Detail. The item purchased. (iii) Purpose, why or what is the reason for the purchase. (iv) Price. Individual item cost if more than one purchased. (v) Quantity. How many purchased. (vi) Amount. Total cost
5. **Travel Expenses.** (i) Date of travel. (ii) Destination. Where travelled to. (iii) Travel Mode. Eg. Car, bus or train. (iv) Purpose. Why travelling ie. training course. (v) Amount. Cost of journey.
6. Please use a plain sheet as a continuation if making a multiple claim.