

## EXPENSES / REFUND CLAIM FORM

Name:

Group/Activity:

Address:

Please complete your claim in the boxes below.

Car mileage allowance – 45p per mile

Home photocopying/printing – 10p per copy (Black & White); 20p per copy (Colour);

Shop photocopying/printing – at cost

<b>TOTAL CLAIMED</b> please ensure to include all receipts		

Burgess Hill u3a would normally pay all expenses claims by bank transfer.

Please add your bank details below. If you prefer a cheque please tick this box

Bank Account Name:

Sort Code and Account Number:

Signed:

Date:

When complete send, with receipts, to the Treasurer, Jane Glaister at 10, Wingle Tye Road,  
Burgess Hill RH15 9HP or by email to [janeglaister.3au@gmail.com](mailto:janeglaister.3au@gmail.com)