



Expense Claim Form

To be used to claim legitimate expenses incurred on behalf of:
The Carlton and Gedling U3A

Description of expenditure.

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.....
.....

Amount	
Receipt/Invoice attached	Yes/No
Claimed by	
Signature	
Date	
Account Name	
Sort Code	
Account No.	

Send or hand to The Treasurer

Payment Details:

Account paid from	Main / Groups
Date	