

Expenses/Refund Claim Form

Name:	Date:
--------------	--------------

Date	Details	Amount £
Total claimed		

Authorised:

Name:	Signed:
--------------	----------------

Bank transfer payment details:

Name on the account:	
Sort code:	
Account number:	

Please ensure all claims are made in accordance with the u3a's Expenses Policy and receipts or invoices are attached wherever possible.

For Treasurer's use:

Date paid:	Beacon reference:
-------------------	--------------------------

Olton and District U3A Expenses Policy

Expenses are refunds by a charity of legitimate payments which a trustee has had to meet personally in order to carry out their trustee duties.

Expenses may also be claimed by facilitators and members in respect of legitimate payments made personally for the benefit of Olton and District U3A members.

Legitimate expenses include:

- The costs of hiring rooms for Olton and District U3A meetings (although this should normally be done by way of invoice authorised by the booker of the room and forwarded to the Treasurer for payment).
- The cost of essential travel for Olton and District U3A trustee meetings.
- The cost of printing, telephone and postage used on behalf of Olton and District U3A.
- The cost of providing refreshments for meetings of trustees and members.
- The cost of providing materials and other essentials for the benefit of members at the various interest groups and core meetings.
- Any costs agreed by the Chair for sundry expenses not covered above.

Claims for re-imbusement of expenses should be made to the Treasurer using the attached form.

Claims should be supported by a receipt wherever possible.

If no receipt is available (eg where a cash tip is given etc), the form should be counter-signed by another member attending the event.

Claim forms and receipts may be scanned and emailed to the Treasurer if that is more convenient – there is no need to submit the original documents.

The preferred method of payment for expense claims is by bank transfer.