

## Chester u3a Expense Claim

Name			
Brief reason for claim			
Signature		Date	

**Please itemize claim under the headings below and provide receipts**

Cost Code	Description	Amount (£)
Equipment		
Postage		
Printing *		
Refreshments		
Stationery		
Travel *		
Other (please specify)		

\* See Chester u3a Financial Guidelines on the Chester u3a website for current rates

<b>TOTAL CLAIM</b>	
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**Payment will be made by bank transfer. Please give details below:**

Account name			
Sort Code	-	-	Account number

**Return completed form to the Chester u3a Treasurer ([Treasurer@chesteru3a.org.uk](mailto:Treasurer@chesteru3a.org.uk))**

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*For use by Treasurer*