

Committee & Co-ordinators' Expenses



To: The Treasurer

From: (Please Print) Tel:

Job Title or Group Name

Please attach receipts if available

POSTAGE

.....
..... Total Postage £. (7501)

TELEPHONE

.....
..... Total Calls £. (7502)

STATIONERY

.....
..... Total Stationery £. (7504)

PHOTOCOPIES (Small runs only)

.....
..... Total Copies £. (7506)

TRAVEL & PARKING

.....
..... Total Travel £. (7400)

OTHER EXPS – Please detail

.....
..... Total Other £.

(Continue on reverse if necessary)

TOTAL EXPENSES £ _____

Please make the cheque payable to:

I confirm that these expenses relate to U3A Dacorum.

Signed.....Date

Treasurer's use only

Department Code: Cheque No: Value: £..... Date Issued: