

Chester U3A Members Expenses

To - Chester U3A Treasurer

From _____

Responsibility _____

Date _____

Please give costs under stated headings. Add further details as necessary overleaf.
Staple receipts to form.

Category	Item	Cost
Printing/Stationery		£
Postage		£
Telephone		£
Travel		£
Equipment/Videos		£
Others please specify		£
Total Claim		£

If you wish to receive the amount due by bank transfer, please provide your bank account details below:

Account name	
Sort Code:	— —
Account number:	

Signature _____

Please return the completed form to

The Treasurer, Chester U3A, PO BOX 167, CH2 1WL

For U3A use

Cheque Number _____

Date _____