

Moraira-Teulada U3A - Expenses Claim Form

Published 1st April 2021

Please print all details clearly. If we are unable to record your correct details, then payment of your expenses may be delayed.

Claim Reference

Name

Position

Contact Details

(email address or tel no)

I confirm that the following expense items are legitimate costs associated with activities of Moraira-Teulada U3A and have been pre-approved as per the current Expenses Guidance Notes:

Signature

Date

Date of Receipt	Expense Description	Receipt Attached (Y/N)	Amount (€)
Total Expense Claimed			0.00 €

For reimbursement by bank transfer, please give the following details:

Name of your Bank:

IBAN Number:

Account Name:

For reimbursement by cash, please give the following details:

Which General Meeting will you attend?

Approved By:

Signature

Date

Paid By:

Signature

Date