

HARROGATE U3A GROUP EXPENSE FORM

Registered Charity: 1038457

NAME

								TOTAL
Date								
	£	£	£	£	£	£	£	£
MILEAGE @ 55p per Mile (DETAIL BELOW)								-
								-
								-
TRAVEL								-
								-
BANK CHARGES								-
								-
POSTAGE								-
								-
STATIONERY								-
								-
COMPUTER SUPPLIES								-
								-
ASSET (DETAIL BELOW)								-
								-
								-
OTHER (DETAIL BELOW)								-
								-
								-
								-
								-
TOTAL EXPENSE	-	-	-	-	-	-	-	-
Please attach receipts for all items claimed								
BANK DETAILS:								
NAME ON ACCOUNT								
SORT CODE								
ACCOUNT NUMBER	SIGNATURE							
	APPROVED BY							