

Committee & Coordinator Expense Claim



Please attach receipts if available

		Sub-totals
Postage	<input style="width: 95%;" type="text"/>	
	<input style="width: 95%;" type="text"/>	(7501)
Telephone	<input style="width: 95%;" type="text"/>	
	<input style="width: 95%;" type="text"/>	(7502)
Stationery	<input style="width: 95%;" type="text"/>	
	<input style="width: 95%;" type="text"/>	(7504)
Photocopies (small run only)	<input style="width: 95%;" type="text"/>	
	<input style="width: 95%;" type="text"/>	(7506)
Travel & Parking	<input style="width: 95%;" type="text"/>	
	<input style="width: 95%;" type="text"/>	(7400)
Others	<input style="width: 95%;" type="text"/>	
	<input style="width: 95%;" type="text"/>	
Total Expenses		

Attach additional sheets if necessary

Complete this form and post or email a scan or photo of it with accompanying receipts to treasurer@u3adacoum.org. Alternatively, post it to Mrs L Drake, Brackenhurst Lodge, Ivy House Lane, BERKHAMSTED, HP4 2PP.

Make Cheque payable to:

OR Send the fee by Bank Transfer as follows:

Account:	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Treasurer's use only

Department code:	Cheques/BTRF £	Remittance Number
Received	BTRF Ref/Date	