

Haywards Heath

EXPENSES CLAIM FORM

Name: _____

Group/Activity _____

Address: _____

Please complete your claim in the boxes below.

Car mileage allowance – 45p per mile

Home photocopying/printing – 10p per copy (Black & White); 20p per copy (Colour);

Shop photocopying/printing – at cost

| Description | Number | Total |
|---|--------|-------|
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| | | |
| TOTAL CLAIMED please ensure to include all receipts | | |

Haywards Heath u3a would normally pay all expenses claims by bank transfer. Please add your bank details below. If you prefer a cheque please tick this box

Bank Account Name: _____

Sort Code and Account Number: _____

Signed: _____

Date: _____

When complete send, with receipts, to the Treasurer, Eric Bassett at 90, Sunnywood Drive, Haywards Heath, RH16 4PB. Any queries and/or questions please contact the Treasurer –01444 412812 or email hhu3atreasurer@gmail.com.