

Lancaster & Morecambe u3a Expenses Claim Form

Print off and fill in by hand **OR** download as Excel file, fill in on screen, 'print' it as a *pdf*, save to your file,
then send the *pdf* by email to: Imu3atreasurer@gmail.com or Imu3aassistanttreasurer@gmail.com

Description		
For which u3a activity were these costs necessary?		
Attach receipts if possible, or scans/photocopies		£
Post and Telephone		
Stationery & Printing		
Bus, Taxi, & Train		
Car [at 25p per mile.] *See note below re: insurance		
Car parking		
Other; please list and describe		
TOTAL amount claimed:		
Claimant's: name		
u3a number		
email address		
Date		
Address for cheque, including POSTCODE		
or Bank details for BACS transfer:		
Account name		
Sort Code		
Account number		
Notes:		
<p>Note - If you have purchased electrical or other technical equipment please also send a copy to: Imu3aequipment@gmail.com</p> <p>*Car use. Please confirm that you have appropriate cover for u3a use from your own car insurer. (There are notes on insurance in the FAQs on the L&M u3a website).</p>		
unlock password: qwerty	L&Mu3a Feb 2024 MPH	