

Name of Claimant **Dates: from** **to**

Type of expense (*delete not applicable*): **Committee/Group name:**

Requests for group funding must be submitted to the Groups Co-ordinator and approved by the Committee BEFORE the expenditure is incurred. The form to request funding can be printed from the U3A website by going to Groups, and then clicking under Group and Event Leaders. The form is found under 'Information for Group Leaders'.

Receipts must be attached to this form for all items except for telephone, travelling & printing marked 'xx'.
Itemise all telephone calls, travelling and printing claims, identifying the purpose of the expense.
 In respect of travelling expenses, specify for each trip the purpose of the journey, the departure and arrival points, whether the journey was one-way or two-way and the distance travelled.
Use a separate page if necessary.

Approved claims will be paid at the General meeting following the Committee meeting or by arrangement

DATE	ITEM NO.	DESCRIPTION OF EXPENDITURE	AMOUNT
xx		Telephone calls at 30 cents per call	
xx		Travelling at 40 cents per km	
xx		Sheets of printing at 10 cents per sheet	
TOTAL			
TOTAL IN WORDS:			

Signature of claimant **Date**

Approved by claimant's mentor, where applicable **Date**

Approved by Treasurer/Asst. Treasurer **Date**
 and one of the following:
 President, Vice-President or Secretary **Date**

Approved at Committee meeting held on: **Date**

RECEIPT BY CLAIMANT

Received the sum of €.....

Signed..... **Date**