

U3A Foyle  
Expenses Claim Form

Pascal McDonald House  
Gransha Park  
Londonderry  
BT47 6TG

Name .....

Address .....

.....

..... Project charged .....

Date	From	To	Miles	Amount Claimed
			Total	

Please attach receipts if claiming any of the following as expenses: -

Bus/Train/Air fares ..... £.....

Taxis ..... £.....

Meals ..... £ .....

Other allowable expenses (Give details below) £ .....

.....

.....

Total claimed £.....

Signed ..... Name ..... Date .....

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**Office Use Only**

Payment Authorised by ..... Date .....

Cheque No .....

Amount Paid £ .....