

## Exeter U3A – Claim for out of pocket expenses

Name ..... Date.....

Description	Amount
Total	

Approved by ..... Date .....

### Notes:

- For mileage claims details of the venue attended and the number of miles driven must be provided. Mileage may be claimed at the current HMRC approved rate (currently 45p per mile)
- For all other claims full details of the claim must be provided and receipts attached.
- Overnight stays must be approved by the committee in advance.