Treasurers Voucher
no .....

Great Glen Oadby & Wigston U3A Expenses

Claimed by: .....

Most expenses need prior agreement with the Committee. Check the Useful Information for Group Leaders for advice.

Please attach/ staple receipts to back of the form

No	Date	Item (please attach receipts)	Group	Amount
1				
2				
3				
4				
5				
			Total	

Mileage Claim

No	Item	Journey	number miles	Rate per mile	Amount
1	Mileage			45p	
2	Mileage	With one passenger (2p per passenger)		47p	
			Total		

Signed (by claimant): ..... Date: .....

Please give Account name .....
sort code ..... and account number .....if you want a direct payment rather than a cheque (and you have **not** notified the Treasurer of your details already**).**

Cash received ..... Signed (by claimant): .....

Please give form to Treasurer, Roger Edwards, 5 Eden Road, Oadby, Leicester LE2 4JP

November 2026