REQUEST FOR REIMBURSEMENT OF EXPENSES

To: Treasurer

From

Date

I have incurred expenditure on behalf of Chinnor & District u3a, I request reimbursement

as follows:

DETAILS OF EXPENDITURE	INVOICE SUPPLIER NAME	AMOUNT
	TOTAL TO BE REIMBURSED INCLUDING VAT	

RECEIPTS COVERING TOTAL CLAIMED ATTACHED

CLAIMANT'S BANK DETAILS AS FOLLOWS: **BANK:**

ACCOUNT NUMBER:

SORT CODE:

ACCOUNT NAME: