

Expenses Claim Form (V2.6 May 2023)

Name:

Date:

Write in number of items in each box
and cash claim at end of row.



Category <i>see page two</i>	Description of Claim	Tele-phone 10p/call	Car Mileage 45p/mile	Stamps				Envelope s 10p each	Paper per ream as receipt	Ink Cartridges Price as receipt	Paper Printed by PC 10p/sheet	Other items Costs	Claim Value
				1st class 100gm 76p	2nd class 100gm 68p	2nd class Large 100gm 88p	2nd class Large 250gm						
											Total		0.00

Received by:

Date:

Cheque Number / BACS

Categories listed on next page →

Definition of Categories

Category	Title	Description
09	Membership Support	Costs of processing membership and ongoing communication and support
12	Ad-hoc Meetings	Room hire, refreshments, materials for meetings with eg: New Members, Group leaders, Volunteers, Editors etc.
13	Licences and website	Fees for licences, plus fees for the domain name and web site
14	TVN related expense	Travel for Thames Valley Network meetings. Any other costs associated with these visits
15	Committee Expenses	Room hire and refreshments for Committee meetings. Travel and other costs incurred in undertaking Committee business.
16	Training and Education	Training days, conferences, National Office events. Provision of approved training for Committee or Members.
17	Postage, stationery, printing	Excluding Newsletter and Membership Support
18	Publicity or Promotion	Any costs relating to advertising and promotion eg. fees & materials. Events hosted for promotional purposes.
19	Newsletter	All costs relating to production of the newsletter: printing, and distribution.
20	AGM	Room hire for AGM, printed materials, other costs concerned with staging the AGM.
21	Miscellaneous	Anything else not listed here.
22	Equipment Purchases	Any equipment purchased for BFU3A which is of value enough to add to the inventory.
23	Open Meetings	Room Hire, refreshments, speaker costs.
24	Christmas Social	Costs associated with staging the Christmas Social or Equivalent event
25	Group Start-up Grant	Costs approved by the Committee to facilitate start-up of new Interest Groups
GR01	Interest Groups	Expenditure relating to a Group activity - please specify the Group concerned
SF03	Outings and Events	All costs associated with staging BFU3A Outings and other social events open to all members.
SF04	Merchandise	Purchase of items such as U3A diaries for resale to members, and associated costs.