

Moraira-Teulada U3A		Ref No:
Petty Cash and Expenses Claim Form		
<p>Please print all details clearly</p> <p>If we are unable to record your correct details, then payment of your expenses may be delayed</p>		
Name		
Position		
Contact Details		
Details of Claim, including items purchased: (please attach receipts)		Amount (€)
Total Cost		0.00 €
Approved By:	Signature	
Date:		
Received By:	Signature	
Date:		
Reimbursed by bank transfer, please give the following details:		
Name of your Bank:		
IBAN Number		
Account Name:		
Cash Reimbursements – Which General Meeting will you be attending?		
Please Note:		
<p>Group Leaders Must get approval for any expenses in advance from the Groups Coordinator before purchase. Once agreed and the item/s purchased, this form must be completed and receipts attached. The Groups Coordinator will, then check and authorise before payment can be made by the Treasurer. Payments will only be made by The Treasurer when this expense claim form is correctly authorised. All claims must be submitted within 3 months of purchase. <u>NOTE</u> - Any purchases made between October and December must be claimed no later than the December General Meeting. If payment is required in cash at General Meetings, the claimant must indicate on this form which meeting they will be attending to ensure sufficient funds are available.</p>		
<p>Members of the Committee and Subcommittees Must complete this form and get authorisation from the President or Vice President before payment can be made by The Treasurer.</p>		