SU3A K2 WALKING GROUP

Expenses Claim Form

Date	Details of walk	Journey detail/mileage	Car/Public Transport	Total

Note: 30p per mile for travel by car for a recce on the total mileage driven.

Miscellaneous Expenditure - Receipts required for items over £3

Amount

Telephone Calls
Postage
Stationery

Misc. - please specify

Sub total:

Total Claim: _____

Signed: Date:

Name: Membership Number:

Address:

Please return to: Jacqui Thake, 62 Wraysbury Gardens, Staines-Upon-Thames, TW18 4US