The preferred method for claiming expenses is via an email to the Ash u3a Treasurer using the email address treasurer@ashu3a.org.uk

Please use the standard format below. If you would prefer not to email your bank details, you can obtain the Treasurer’s mobile number and send your bank details via Whatsapp.

**Date:**

**Group:** (or Event if expense is not related to a Group):

**Details of Claim:** (enter brief description for each receipt and attach copies of receipts to this email, photographs are acceptable):

**Claimed by**:

**Bank Details of member claiming these expenses** (not required if treasurer already has your bank details)

 Name on Account:

Account Number:

 Sort Code: