

EXPENSES CLAIM FORM

Convenors and other U3A Bendigo Members are eligible to claim for expenses incurred in undertaking U3A duties, such as course materials, postage and stationery costs. Obtain an **Expenses Claim Form** from the **Forms for Members** tray in the kitchen, or download from our website. **Receipts must be submitted with the Claim Form.** Convenors and Members need never be out of pocket, other than for normal travel expenses.

Payment of expenses is not automatic, so protect yourself by submitting major or unusual expenses to the committee for approval **before outlaying your cash.** Travel expenses should always be submitted for approval in advance.

Please discuss any purchases with our **Executive Officer on 03 5449 3294 or 0490 858 469** or by email: jilldm@bigpond.com , or our **Treasurer Mark King 0407 974 322** or kingmt@bigpond.net.au

Member's Name

Class/Group/Activity or U3A Office held

Items:

Date	Details of Expenditure & which CoM member discussed with?	Cost
/ /		\$
/ /		\$
/ /		\$
/ /		\$
/ /		\$
/ /		\$
/ /		\$
/ /		\$
/ /		\$
/ /		\$
/ /		\$
Total Expenditure		\$

Signature of applicant: Date:...../...../.....

Approved by: Date:...../...../.....

Bank Account Name: BSB:

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Account Number:

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Paid: via cash | cheque | bank transfer: Date:...../...../.....

Authorisation: This form was adopted by Committee Of Management of U3A Bendigo Incorporated, and minuted as such, on **3rd December 2018.**