U3A BENDIGO
UNIVERSITY OF THE THIRD AGE

U3A Bendigo Incorporated, Association No: A0021550A

# EXPENSES CLAIM FORM

Convenors and other U3A Bendigo Incorporated 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 **Office on 0490 858 469** or our **Treasurer Mark King** **treasurer@u3abendigo.com**

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**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:** | | | | | | |

**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 2nd August 2021.