

## EXPENSES CLAIM FORM

Convenors and other U3A Bendigo Incorporated Members are eligible to claim for expenses incurred in undertaking U3A duties, such as course material and stationery costs. **Expenses Claim Forms are located** in the **Forms for Members** tray in St Mary's kitchenette, or can be downloaded from our website.

**Receipts must be submitted with the Claim Form.**

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

Please discuss any other purchases with our **Office** on **0490 858 469** or our **Treasurer Peter Young** **0432767706** or **treasurer@u3abendigo.com**

Member's Name .....

Class/Group/Activity or U3A Office held .....

Items:

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

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

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

Bank Account Name: ..... BSB: 

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Account Number: 

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**Payment approved and paid:** via petty cash | bank transfer:

Treasurer ..... Date: ...../...../.....

**Authorisation:** This form was adopted by Committee of Management of U3A Bendigo Incorporated, and minuted as such, on 13<sup>th</sup> June 2023.