EXPENSES CLAIM

The Treasurer - Archery Queensland

treasurer@archeryqueensland.org.au

(to avoid mistakes please ***PRINT*** clearly)

Payable to: _____

Email: _____ Contact Number: _____

BSB: Account Number:

Date	Item Description	Amount

NOTE: Reimbursement will be made by Direct Credit - please check your bank details (above) are correct.

Total Claim

- Attach original receipts - a detailed explanation of the expense must be provided for your claim to be considered.
- All claims received within the required timeframe will be considered
- Acceptance of claims is entirely within the authority of the Board
- Mileage may be claimed at 60c per kilometre
- Per Diem allowance - $40 (prior approval required)

I certify that to the best of my knowledge the above claim details are complete and accurate. I understand that the level of reimbursement of my claim is entirely at the discretion of Archery Queensland.

Claimant Signature: _____ Date: _____

Office Use: