| **Expenses Claim**The Treasurer - Archery Queenslandtreasurer@archeryqueensland.org.au | Image |
| --- | --- |

| (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: |