



Email the completed form to: treasurer@u3asunshine.org.au
 Or post to: U3A Sunshine Coast Inc
 c/- University of the Sunshine Coast, Maroochydore DC Qld 4558

Expenses Claim - U3A Sunshine Coast Inc

Travel

Date	From	To	Purpose	Kilometres

Purchases (Receipts must be attached)

Date	Details of items purchased	Amount (\$)

Postage

Details (number of letters/ packages & reason must be stated)	Amount (\$)

Telephone

Details (number of phone calls & reason for calls must be stated)	Amount (\$)

Signature *signature not required if form emailed* Date Phone

Name Class/Position

Postal address

If you want the money directly credited to your bank account, please provide the following details:

Account name BSB..... Account No.....