



U3A Maitland Petty Cash Claim Form

Post to:
The Treasurer
U3A Maitland,
PO Box 502,
Maitland 2320

Petty cash claims to be submitted to the Treasurer, U3A Maitland as soon as possible after the expense is incurred.

Date: Claimant name: _____

Member No. or address:

Reason for the expense:

For reimbursement by direct deposit: BSB No: _____ Account No:

Treasurer		
Claim paid:	<input type="checkbox"/> Y <input type="checkbox"/> N	Date: _____ Cash /Cheque/DD Cheque No:

Attach receipts and provide details of each expense below

Date:	Description of expense item	Cost
Total Claimed		