Whittlesea U3A INC
Reimbursement of Expenses

Payee: **Date:**

Bank Details: BSB: **A/C #:**

Description of Expense	Amount		Tax Code
TOTAL			

REASON FOR EXPENDITURE:

(Please attach supporting documents and or receipts)

TOTAL AMOUNT $

Office Use Only

Authorised by:

Cheque #: **EFT:** **Date:**

Entered in MYOB by: **Date:**

Whittlesea U3A INC
Payment Requisition

Attach supporting documents and receipts

Payee:

Date of Invoice:

Invoice No./s:

Total Amount: **GST Yes/No**

Description:

OFFICE USE ONLY

Authorised by:
(President/Vice-President or Secretary)

Authorised by:
(Treasurer)

Entered in MYOB by: **Date:**

Additional Ledger Details

	Ledger #	Amount