

# Queensland School Sport

## 25.0 Official's Allowance Claim Form

Event: \_\_\_\_\_

### Claimant Details

<b>Name</b>		
<b>Bank details</b>	<b>Account name:</b>	
	<b>BSB:</b>	
	<b>A/C number:</b>	

<b>Committee Name</b>	
<b>Host school</b>	
<b>Address of the Host School</b>	

### Particulars of Claim

<b>Name of Event</b>			
<b>Departure point (town/centre)</b>			
<b>Departure day/date</b>			
<b>Departure Time</b>			
<b>Return point (town/centre)</b>			
<b>Return day/date</b>			
<b>Return Time</b>			
<b>Meals :</b>			
<b>Dates</b>	<b>Type</b>	<b>Quantity</b>	<b>Amount</b>
Breakfasts			
	@ \$21.15 (All other Country areas)		
	@ \$23.65 (Capital Cities and major Regional Centres)		
Lunches			
	@ \$24.20 (All other Country areas)		
	@ \$26.55 (Capital Cities and major Regional Centres)		
Dinners			
	@ \$41.65 (All other Country areas)		
	@ \$45.60 (Capital Cities and major Regional Centres)		
Incidentals			
	@ \$17.30 (paid only on an overnight stay)		
<b>TOTAL</b>			

**Note:**

- Meal Rates are the maximum allowable. The Committees may pay a lower rate.
- City rate for Brisbane / Cairns / Dalby / Gladstone / Gold Coast / Mackay / Mt Isa / Townsville.

### Claimant

I certify that the amount above is due and payable for the goods supplied or the services rendered or described above.			
<b>Signature:</b>		<b>Date:</b>	

### Executive Members (2 to sign)

I certify that this payment voucher is in accordance with the particulars on the claim.			
<b>Signature:</b>		<b>Date:</b>	SIGN HERE
<b>Signature:</b>		<b>Date:</b>	SIGN HERE