



THE WIRELESS INSTITUTE OF AUSTRALIA

ABN 56 004 920 745

National Society of Radio Amateurs

(A Company Limited by Guarantee)

PO Box 2042, Bayswater, VIC, 3153
(Unit 20 11-13 Havelock Rd, Bayswater 3153)
Phone (03) 9729 0400 Fax (03) 9729 7325

QSL BUREAU EXPENSE CLAIM

Instructions

The form is self explanatory however, there are some points to note during completion.

1. All claims must be supported by evidence of payment, ordinarily a receipted Tax Invoice.
2. **Originals** of all Tax Invoices **must** be attached to the claim.
3. The '**Item/Purpose**' field is for one of the following:
 - a. Postage;
 - b. Stationery; or
 - c. Consumables
4. Tax Invoices will have the **GST** amount separately identified. The GST may be calculated by dividing the total of the Tax Invoice by eleven.
5. The '**Amount**' field is the total of the Tax Invoice inclusive of GST.

Note - if you have multiple receipts from the same supplier, they can be added together and the GST entered as one item and the total amount entered as one item.

6. Completed QSL Bureau Expense Claims are to be forwarded to:

THE WIRELESS INSTITUTE OF AUSTRALIA
PO BOX 2042
BAYSWATER VICTORIA 3153