



16th September 2015

Attention: State and National Sporting Associations

Re: Palm Beach Currumbin High School Students Applications for Assistance with Travel Expenses

The Palm Beach Currumbin State High School Parents and Citizens Association each calendar year generously provides eligible students who are representing their school at a state or national level assistance of 50% of a total of up to \$500 in travel costs. (i.e. \$250 being the maximum amount available to students each calendar year).

As a statutory Association in the state of Queensland we are required to be audited each year and as such for accounting reasons it is mandatory that we receive a fully itemized breakdown of the travel component for every eligible student. Therefore please furnish parents/guardians with a fully itemized breakdown of travel costs as this is required to be attached to every application.

Failure to comply with the requirement will ultimately negate the student's application.

Thank you for your cooperation.

Mr Andrew Budd

President of the Palm Beach Currumbin State High School Parents and Citizens Association.