

Club Expense Reimbursement



You must attach:

- **Receipts:** The original receipts must be attached with the **supplier's ABN** on them.
- **Minutes:** A copy of the minutes from the meeting where the reimbursement was approved.

Expense Reimbursement must be handed in **within 3 months** of the transaction taking place. Reimbursements will not be processed if this is not adhered to.

Finance Requisition

Club Treasurer to complete this section.

If the Treasurer is the recipient of the funds, another committee executive must sign in their place.

Club Name:	Date:
Reason for Reimbursement:	Amount: \$
Name of Treasurer: Signature:	Meeting Date:
Name of Club Executive: Signature:	Motion Ref.

Detail of Expenses

Please state the correct details of the expenses to be reimbursed.

Expense Type (e.g. Stationary, catering)	Expense Code	Club Code	Amount (\$) inc. GST
	6 -	C	
	6 -	C	
	6 -	C	
	6 -	C	
	6 -	C	
	6 -	C	
TOTAL:			\$

Bank Details

Please state the correct details of the expenses to be reimbursed.

Please tick here if your bank details have not changed.

Name of Claimant:

Bank Name:

Account Name:

BSB:

Account Number:

Please turn over to fill out your contact details.

Club Contact Details

Person Responsible

Name of Person Submitting Form:

Club:

Date Submitted:

Contact Number:

Email Address:

Issues with Form

(Staff only)

Issues with Form Submitted:

Other Notes:

Club Contacted of Issue?

Contact Notes:

Checked by (Staff Only):

Date: