

REIMBURSEMENT OF EXPENSES CLAIM FORM

FINANCE DIRECTORATE - VERSION 1.0 (FEB 2017)



NOT TO BE USED FOR DEBIT CARD EXPENSES

Expenses need to be separated where a personal reimbursement is required which is different to where a pre-loaded debit card is used. A separate form is required for each.

EXPENSES:

NOTE: Receipts or accounts must be attached to this claim for each item listed below.

DATE	SUPPLIER / COMPANY NAME	DESCRIPTION	BUDGET CODE	AMOUNT (incl. GST)	GST
Total					

REIMBURSE TO:

NOTE: Reimbursement payment is by Cheque to the nominated person below.		FINANCE USE ONLY			
Name		Approved by Team Leader		Date	
Delivery Address		Approved by Department Director		Date	
Directorate		Received by Treasurer		Date	
Team (if applicable)		Total expenses to be reimbursed	\$	Cheque #	

All expenses incurred within the current Gang Show year are to be claimed no later than 1st August

For any queries or issues related to reimbursements, please contact the Finance Director & Treasurer, Paul Thompson – paul@gangshow.asn.au