



SAMPLE CLUB EXPENSE REIMBURSEMENT

You must attach:

- Receipts: the original receipts must be attached with the supplier's ABN on them.

Expense reimbursement must be submitted within one month of transaction taking place.
Reimbursements will not be processed outside this timeframe.

CLUB NAME:	DATE:
REASON FOR REIMBURSEMENT:	AMOUNT:
TREASURER NAME:	TREASURER SIGNATURE:
CLUB EXEC NAME:	CLUB EXEC SIGNATURE:

Details of expenses	
Expense type (eg stationery, canteen purchase, equipment)	Amount \$ inc GST

Bank Details	
Please tick here if your bank details have not changed <input type="checkbox"/>	
Name of Claimant:	
Bank Name:	Account Name:
BSB:	Account Number:

Person Responsible	
Name of Person Submitting Form:	
Date Submitted:	
Contact Number:	
Email Address:	

