



Guideline Number: TF-0001

## REIMBURSEMENT FORM

- Use this form if you require reimbursement for club expenditure
- All reimbursements will be deposited into your bank account
- I understand all reimbursements MUST be preapproved by a committee member and if I purchase goods without permission I may forfeit the right to be reimbursed
- I agree to provide tax invoice/ receipt of purchase for all reimbursements. If I **DO NOT** provide a tax invoices / receipt I am aware I may not be reimbursed for the purchase.
- **All receipts must be stapled to this sheet for payment to be processed**

Person to be reimbursed: \_\_\_\_\_

### Bank account details

Bank: \_\_\_\_\_ Name of Account: \_\_\_\_\_

BSB: \_\_\_\_\_ Account Number: \_\_\_\_\_

Authorised By: \_\_\_\_\_

Date: \_\_\_\_\_

DATE	DESCRIPTION	SECTION	TOTAL
			\$
			\$
			\$
			\$
			\$
			\$
<b>Total to be Reimbursed</b>			<b>\$</b>

Processed: \_\_\_\_\_

Date: \_\_\_\_\_