

Expense Claim Form

Date	Expenses claimed	Amount	Office use only
Total \$			

COMPLETE THIS CHECKLIST BEFORE YOU SEND

YES, I've listed the reason for each expense incurred (eg. Delegates Training, National Exec meeting, etc)

YES, I have provided a GST tax invoice/receipt for **ALL EXPENSES** (excluding mileage)

YES, I have included my receipts **EITHER** as **CLEARLY LEGIBLE SCANNED COPIES/PHOTOS in the SAME EMAIL as the claim form OR** I will send them by **POST**.

YES, I acknowledge that if I post my form it will take **LONGER TO PROCESS**.

Note:

1. We reimburse mileage for union-related travel when you are using your personal vehicle (not actual petrol costs) so please just write where you travelled to and from, and the purpose of the travel and we can do the rest.
2. Payment of expense claims are made on/around the 20th of the month, so expenses must be received by us by the 12th of the month or they will be paid in the following month

Name _____

Bank account _____

Date submitted _____