

EXPENSE REIMBURSEMENT REQUEST FORM

Name: _____ Bank Account no: _____
 Date: _____ Bank a/c name: _____

Please note:

All claims must be supported by itemised receipts or invoices. If the expense is over \$50 this must be be a GST invoice/receipt. Eftpos slips and copies of credit card statements do not meet the GST tax invoice requirements and are not acceptable. If expenses on one receipt are to be split across account codes, please code each on a separate line

<u>Date</u>	<u>Description</u>	<u>Project</u>	<u>Account code</u>	<u>Amount</u>		
				Net	GST @ 15%	Total

TOTAL REIMBURSEMENT REQUESTED: 0.00

Authorised by:
Date:

