



# Reimbursement Policy & Procedure

- Use this form if you require reimbursement for club expenditure
- All must be deposited into your bank account
- PLEASE READ:
  - I understand 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.
- **Purchase order and all receipts must be stapled to this sheet for payment to be processed**

Person to be reimbursed: \_\_\_\_\_ Purchase Order No: \_\_\_\_\_

Reason for reimbursement: \_\_\_\_\_ Expense Account: \_\_\_\_\_

DATE	PURPOSE	DESCRIPTION	SECTION	GST	TOTAL
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
<b>TOTAL OF ALL RECEIPTS</b>				<b>\$</b>	<b>\$</b>

## Bank account details

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

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

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

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