CURTIN STUDENT GUILD

EXPENSE CLAIM REIMBURSEMENT

(REIMBURSEMENT OF GUILD RELATED OUT OF POCKET EXPENSES)

PAYABLE TO: _____

REIMBURSEMENT AMOUNT:$ _____

REASON FOR PURCHASE:_____

INCLUDE WITH PAY: ☐ YES   ☐ NO (complete sections 1)

SEND PAYMENT TO: ☐   REQUESTERS ACCOUNT
(Section 1)   BSB: __ __ __ - __ __ __

                                       ACCOUNT NUMBER: _____

                   ☐   CHEQUE TO BE COLLECTED
                              CONTACT WHEN READY: _____

                   ☐   NAME: _____

                        ADDRESS: _____

                        SUBURB: _____ POSTCODE: _____

ACCOUNT TO BE CHARGED TO: ☐☐ - ☐☐☐☐ - ☐☐☐☐

_____   _____   _____
PAYMENT REQUESTED BY   SIGNATURE   DATE

_____   _____   _____
PAYMENT AUTHORISED BY   SIGNATURE   DATE

AN EXPENSE CLAIM **WILL NOT BE REIMBURSED** UNLESS ACCOMPANIED BY A TAX INVOICE/RECEIPTS.

A credit card or EFTPOS receipt alone is not adequate for reimbursement; a receipt must show more than just the cost of the purchase.

(Travel Expense Claims Do Not require Tax Invoice/Receipts)