



Staple receipts to reverse



SSAF REIMBURSEMENT CLAIM FORM

(Please attach all tax invoices and lodge with Student Events Office)

CLUB NAME		<i>Office use only</i>
EVENT NAME		
EVENT DATE		

SUMMARY OF EXPENSES	RECEIPT TOTAL \$
<i>(List items by RECEIPT TOTALS ONLY with brief description of expense – DO NOT split receipt totals into separate amounts. 1 x receipt = 1 x \$ amount / 2 x receipts = 2 x \$ amounts)</i>	
Total of attached receipts	\$
Total to be reimbursed	\$

TOTAL REIMBUSED	\$	
<i>Office use only</i>	<i>Office use only</i>	<i>Office use only</i>

This section to be completed by the club member processing reimbursement in case further information is required

CONTACT NAME:	
CONTACT PHONE:	

Funds will be paid to the nominated bank account as per club bank form – Please allow 7-10 days for processing via the University's Finance Dept.

CHECKLIST.....

- Claim is for an approved budgeted event
- All TAX INVOICES/RECEIPTS have been attached to the **back** of this document (eftpos receipts are not accepted)
- Club bank account form has been completed for current semester OR**
- Cash reimbursement is required** (Amounts <\$100 only) - email notification will be sent to collect

Signed..... **Date**.....

"By signing, I verify that the above information is true and accurate"

Office use only

Bank form received	
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Office use only

Entered in budget	
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