

Expense Claim Form

Name: _____

Activity: _____

Cheque Requisition No. _____
(Office use only)

Date: _____

Cheque No. _____
(Office use only)

Direct Credit No. BSB: _____ Account Name: _____ Account No: _____

Date	Particulars	MYOB GL Code	Charge (Ex- GST)	GST	Total (including GST)
Totals					\$

Please attach receipts and return to: treasurer@gardenclubs.org.au

Signature: _____

Position: _____

Details you need to send are as follows:

- Reason/s for the trip e.g., Guest Speaker, Board/Zone Meeting etc.
- You will also need to send in dates, and details of Affiliates attending plus the name of the Venue
- Please supply your Bank details: BSB and Account Number and Name
- Kilometers travelled per event. A grand total of kilometers for the year will not be accepted.
- Accommodation: Please indicate which member of the GCA Board approved the overnight stay.
- All receipts for the items claimed

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Approved by:	Frances Cairns	Approver's Signature:	FC

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