

# Expenses Reimbursement Claim Form

This form **MUST** accompany all receipts (scanned or original) being claimed or to record spending on the IGA JJSLSC account card.  
**This form and receipts MUST be submitted within 2 weeks of purchase for the payment to be processed.**

Name: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Position: \_\_\_\_\_

Date	Explanation of Expense E.g. Supplies for Bronze Camp, Fuel for IRB	Area for which the expense was incurred. E.g. Nippers, Life Saving Services	Receipt Attached Yes/No	GST Amount \$	Amount (incl GST) \$
			<b>Total:</b>		<b>\$</b>

**Approved by Board Member:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Payment Method:**

- Cheque
- Electronic Bank Transfer (complete the following details):

Bank	Name of Account Holder	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> </table>									<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> </table>																	
		BSB	ACCOUNT NUMBER																									

Return this form to the Club Office, email to [info@janjucsurfclub.com.au](mailto:info@janjucsurfclub.com.au) or post to PO Box 179, Torquay, 3228