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|  | **Archery Victoria** |
| Title: | Policy and Procedures Manual |
| Subject: | Expense Claim Form – First Aid Reimbursement |
|  |  |
| Approved: | 1-Sep-20 | Replaces: | new |
| Number: | 0643 | Pages: | 1 |

**EXPENSE CLAIM FORM – FIRST AID TRAINING PAYMENT**

*(This form is for use in claiming reimbursement of expenses for First Aid training from Archery Victoria. Once completed this form should be forwarded to* *cfo@archeryvic.org.au* *. Separate claim forms exist for Judges Expenses 0642 and General Expenses 0641)*

Payable to:

|  |
| --- |
|  |
| ***(insert name for payee)*** |

**CLAIM DETAILS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date of Training | Course | Number of attendees | Individual Item Cost | Total Cost | Comments |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total Amount Paid |  |
| $ |  |

Please note that Form 0641 should be used for payment for general expenses and 0642 for Judging Expenses.

Payment Method

Payment will be made by Direct Debit. Please provide the following details

|  |  |
| --- | --- |
| BSB | Account Number |
| Account Name | Bank |

Payment Authorised By:

|  |  |  |
| --- | --- | --- |
| Name: | Position | Date: |

Payments should be authorised as per Policy 0413 Schedule of Delegations