



Archery Victoria			
Title:	Policy and Procedures Manual		
Subject:	Expense Claim Form – Judge Payment		
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EXPENSE CLAIM FORM – JUDGE PAYMENT

(This form is for use in claiming judge expenses from Archery Victoria. Once completed this form should be forwarded to cfo@archeryvic.org.au. Separate claim forms exist for First Aid Training 0643 and General Expenses 0641)

Payable to:

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(insert name for payee)

CLAIM DETAILS

Date of Event	Event Name	# of days	NJC or NJ	Individual Item Cost	Total Cost	Comments
			Total Amount Paid			
			\$			

Please note that Form 0641 should be used for payment for general expenses and 0643 for First Aid Training.

Payment Method

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

BSB	Account Number
Account Name	Bank

Payment Endorsed By:

Name:	State Officials Co-ordinator	Date:
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Payment Authorised By:

Name:	Position	Date:
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Payments should be authorised as per Policy 0413 Schedule of Delegations