



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](mailto:cfo@archeryvic.org.au). Separate claim forms exist for Judges Expenses 0642 and General Expenses 0641)*

Payable to:

<i>(insert name for payee)</i>

### 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:
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Payments should be authorised as per Policy 0413 Schedule of Delegations