



Archery Victoria			
Title:	Policy and Procedures Manual		
Subject:	Expense Claim Form – General Expenses		
Approved:	1-Sep-20	Replaces:	9-Feb-18
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EXPENSE CLAIM FORM-GENERAL EXPENSES

(This form is for use in claiming 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 Judges Expenses 0642)

Payable to:

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

CLAIM DETAILS

Date	Item	# of items	Individual Item Cost	Total Cost	GST	Comments
		Total Amount Paid		Total GST Paid		
		\$		\$		

Original Receipts / Tax Invoices for the items listed above must be attached.
For payments that do not have an invoice please insert relevant details in the comments column. Please note that Form 0642 should be used for judge payments and 643 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 Authorised By:

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