



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.com.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