



## CLAIM FOR REIMBURSEMENT OF TRAVEL EXPENSES

This claim is submitted under the terms of the VCA Reimbursement of Travel and Accommodation Policy

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_

PASSANGERS: REASON FOR TRAVEL: \_\_\_\_\_

DATE/S OF MEETINGS/EVENTS: \_\_\_\_\_

TRAVEL FROM \_\_\_\_\_ TO: \_\_\_\_\_

And Return Yes/No

RECEIPTS ATTACHED FOR:	Air Travel:	<input type="checkbox"/>	
	V-Line Ticket/s	<input type="checkbox"/>	
	Fuel	<input type="checkbox"/>	Total Kilometres:
	Accommodation	<input type="checkbox"/>	
	Meals	<input type="checkbox"/>	
I ALSO CLAIM FOR	Tolls	<input type="checkbox"/>	Cost \$
	Parking	<input type="checkbox"/>	Cost \$

Bank Account Details for reimbursement by EFT (preferred method) if not already provided:

Account Name: ..... BSB ..... Account No.....

Postal Address (for payment by cheque): .....

..... Postcode .....

I certify that the amounts claimed are either supported by Tax Invoices or are the actual costs that I paid or will be charged.

SIGNED: ..... DATE: .....

Please return to:

Administrator VCA  
 65 Nobel Banks Drive  
 CAIRNLEA Vic 3023  
[administration@croquetvic.asn.au](mailto:administration@croquetvic.asn.au)