



Victorian Croquet Association Inc
A0001560E ABN 91 903 271 264

trading as **Croquet Victoria**

CLAIM FOR REIMBURSEMENT OF TRAVEL AND ACCOMMODATION EXPENSES

This claim is submitted under the terms of the Croquet Victoria Reimbursement of Travel and Accommodation Policy.

NAME:..... POSITION:

PASSENGERS: REASON FOR TRAVEL:

Was this travel associated with acting as a presenter at an externally funded workshop?

Please tick as appropriate

Yes

No

Fuel receipts are not required for travel associated with acting as a presenter at an externally funded workshop. Please be sure to check and advise your kilometres travelled.

DATE/S OF MEETINGS/EVENTS:

TRAVEL FROM TO:.....

And Return Yes/No

RECEIPTS ATTACHED FOR: Air Travel:

V-Line Ticket/s

Fuel Total Kilometres:.....

Accommodation

Meals

I ALSO CLAIM FOR Tolls Cost \$.....

Parking 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:

Croquet Victoria Secretary P O Box 468 LAVINGTON NSW 2641

secretary@croquetvic.asn.au

Reimbursement of Travel & Accommodation Expenses Form.docx