



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 or have you
travelled more than 1,000 kilometres on approved VCA travel in the current financial year?*

Please tick as appropriate

Yes

No

*Please provide fuel receipts for travel up to 1,000 km and where possible above 1000km to assist
with claiming GST. 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 Cost \$.....

I ALSO CLAIM FOR:

Tolls Cost \$.....

Parking Cost \$.....

Bank Account Details for reimbursement by EFT if not already provided:

Account Name: BSB Account No.....

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 post to:

Croquet Victoria, 65 Nobel Banks Drive, Cairnlea Vic 3023

or

attach to an email to treasurer@croquetvic.asn.au