



**WA PRESBYTERY MEETING
TRAVEL EXPENSES CLAIM FORM
UNITING CHURCH IN WESTERN AUSTRALIA**



Name: _____ Date _____

Address: _____

Phone Number: _____ Email: _____

Congregation: _____

Cost Centre: 7803 020 084

Date	Reason for Travel	From	To
e.g. 20 May 2017	Presbytery	Geraldton	Perth

(Please complete)

ACCOMMODATION REFUND: YES NO

Please Note

Members travelling more than 100km to the Presbytery Meeting may submit a request for a refund to recover travel and accommodation costs.

Travel refunds will be calculated at 70c/km for the full return journey. Members are encouraged to carpool. An accommodation refund not exceeding \$100 per person may also be requested.

(Please return to maree.kemp@wa.uca.org.au)

Please supply bank details if you would like the funds transferred directly into your account:

Name of Bank Account: _____

BSB Number: _____

Account Number: _____

Signature: _____ Authorised: _____

FOR OFFICE USE ONLY

	Kilometers @ 70 cents per kilometer	\$	
Accommodation Allowance		\$	
Cumulative Total		\$	