



**Uniting Church in Western Australia
Minister's Benefit Account - Expenditure Acquittal Advice**

To: Financial Services Unit

Date: _____

Please find attached accounts as per below, which are to be charged against my Minister's Benefit Account.

- I have provided a summary of expenditure below.
- I have checked my credit card statement, enclose the statement and have attached documentation to substantiate all expenditure.

or

- I enclose tax invoices for payment to third parties and have identified what the expenditure is related to (i.e. housing, travel, library, car, etc.)

Details of Expenditure (i.e. housing, travel, medical, education, etc.)	Total Amount incl GST
TOTAL	

I hereby confirm that the above expenditure is in accordance with Uniting Church in Western Australia, "Guidelines for Minister's Benefit Account", effective from 1 December 2015.

Name:

Placement:

Signature:

Return form, together with receipts, invoices and original Credit Card Statement to Financial Services Unit by the 5th of each month to ensure that payment of accounts are processed by the due date.