**Name:** **Date:** \_\_\_\_ /\_\_\_\_ /\_\_\_\_\_

**Address:**

**Phone No:** **Email:**

**Congregation:**

**Cost Centre:** **7038 020 084**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Reason for Travel** | **From** | **To** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

(Please complete)

Accommodation Refund Yes ⬜ No ⬜

**Note:** Members travelling more than 100km to the Synod 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 this form to maree.kemp@wa.uca.org.au.

To have funds paid directly into your bank account, please supply bank details:

**Name of Bank Account:**

**BSB Number:**   **Account Number:**

**Signature:**   **Authorised:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OFFICE USE ONLY

 Kilometres @ 70 cents per kilometre $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accommodation Allowance $

Cumulative Total $