# Travel Expenses Claim Form

WA Presbytery Meeting Attendance

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

**Address:**

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

**Meeting attended (date):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **From** | **To** | **Total KM** |
|  |  |  |  |
|  |  |  |  |
| **Date** | Accommodation |  | Cost |
|  |  |  |  |
|  |  |  |  |

**Note:**

Kms Attendees are encouraged to carpool.

A travel subsidy of 40 cents per kilometre is available for kilometres travelled in excess of 200kms i.e. the first 200kms are not reimbursable.

Accommodation Attendees are encouraged to stay with family or a friend or be billeted with another Presbytery member.

An accommodation subsidy of up to $200 for one night’s accommodation is available for those who unable to make other arrangements.

Claims must be lodged within one (1) month of being incurred. Please return this form with any receipts for accommodation to [janine.mcdonald@ucic.org.au](mailto:janine.mcdonald@ucic.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 @ 40 cents per kilometre $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accommodation Allowance $

Total $

Account code: 38-7324