

Travel Expenses Claim Form

WA Presbytery Meeting Attendance



Uniting Church in Australia
Presbytery of Western Australia

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

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