

Travel Expense Claim Form

Annual Synod Meeting



Uniting Church in Australia
Synod of Western Australia



A WELCOMING
CHRISTIAN
COMMUNITY

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 general.secretary@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 \$ _____