

# 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 85c/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](mailto: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 @ 85 cents per kilometre \$ \_\_\_\_\_

Accommodation Allowance \$ \_\_\_\_\_

Cumulative Total \$ \_\_\_\_\_