

Travel Expense Claim Form

Annual Synod Meeting and other Synod Events



Uniting Church in Australia
Synod of Western Australia



A WELCOMING
CHRISTIAN
COMMUNITY

Travel reimbursement is offered to people living 100km or more from the event.

Name: _____ **Date:** ____ / ____ / ____

Address: _____

Phone No: _____ **Email:** _____

Congregation: _____

Reason for Travel (eg event): _____

Mileage: Attendees are encouraged to carpool, one mileage claim per car.

A subsidy of 40 cents per kilometre is available for kilometres travelled in excess of 200kms.

The first 200kms of the return trip are not reimbursable.

Total return kilometres claimed (less 200km): _____ km

Flights: For people living 500km or more away, reimbursement for flights of up to \$800 per event may also be claimed (please attach copy of receipt):

Flights Yes No

Accommodation: Attendees are encouraged to stay with family or a friend, and if this is not possible, an accommodation reimbursement not exceeding \$200 inc GST per person per night may also be claimed (please attach copy of receipt):

Accommodation Reimbursement Yes No (Number of Nights: _____)

Claims must be lodged within one (1) month of being incurred. Please return this form with any receipts for accommodation 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: _____

OFFICE USE ONLY Cost Centre: 7038 020 084

Mileage: _____ Kilometres @ 40 cents per kilometre \$ _____

Flights: \$ _____

Accommodation: \$ _____

Cumulative Total: \$ _____