



EXPENSES CLAIM FORM

DATE	EXPENSES CLAIMED (meeting attended, travel etc)	AMOUNT	OFFICE USE

*** Please note: We reimburse mileage for union related travel when you are using your personal vehicle (not actual petrol costs) so please just write where you travelled to and from, and the purpose of the travel and we can do the rest. Thanks

Name: _____

Bank Account: _____

Date Submitted: _____

Office Use

Date Paid:

GST Calculated: