



Request form for REIMBURSEMENT of Volunteer Levy/Chief Steward Incentive Or other expenses incurred on behalf of WAERA.

Please Scan and email this completed claim form to the WAERA Treasurer

Email: waeratreasurer@westnet.com.au

Please tick the appropriate box you are claiming for and write the details (i.e ride/duties) below

<u>REIMBURSEMENT REQUIRED</u>	<u>AMOUNT</u>	<u>DETAILS</u>
VOLUNTEER INCENTIVE	\$50.00	
CHIEF STEWARD INCENTIVE	\$152.25	
CHIEF STEWARD MEMBERSHIP REIMBURSEMENT	\$40.00	
GENERAL EXPENSES	\$	

Signed off by the Ride Organiser or SMC Member _____ Date: _____

I hereby lodge this claim for reimbursement of the following expenses which were incurred by myself on behalf of WAERA and which had been duly authorised by the WAERA prior to expenditure.

Date	Supplier Name	Details of purchase	Invoice Total
			\$
			\$
			\$
			\$
TOTAL REIMBURSEMENT CLAIMED			\$

General Expense details

Claimants Name: _____

Claimants signature: _____ Date: ___/___/___

For this claim to be processed a copy of the tax invoice[s] from the supplier[s] must accompany this form.

Your bank details for a direct payments:

Your Bank: Account Name:

BSB:Account Number: