

Expense Claim Form Community Engagement

Please complete and submit this form to community@anzdata.org.au

1. Your Details

Name:		Phone:	
Email:			
Address:			

2. Bank Details

For auditing purposes, please complete each time you submit a claim)

Acc. name:			
BSB:		Acc. number:	

3. Expenses

Description	Rate	Total hours	Total kms	Amount (Excl. GST)	GST	Total amount (\$)
Preparation fee:	\$35/hr		N/A	N/A	N/A	
Sitting fee:	\$35/hr		N/A	N/A	N/A	
Mileage: (For use of own vehicle)	\$1.00/km	N/A	NA	N/A	N/A	
Public transport: (Receipt/ticket attached)	N/A	N/A	N/A			
Car park: (Receipt attached)	N/A	N/A	N/A			
Other: (Provide details/receipt attached)						
Total to be reimbursed:						\$

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4. Mileage Expenses

Start location:		Return:	Yes / No (Please circle)
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5. Certification

I certify that:

1. The expenses and time detailed above were actually and necessarily incurred.
2. I have attached appropriate documentation to substantiate all expenses incurred.
3. Any mileage for which payment is claimed was actually and necessarily travelled.
4. I have no reasonable expectation of profit or gain from the activity undertaken and consider that I do not meet the definition of enterprise for tax purposes. I am therefore not quoting an ABN and you should not withhold an amount from this payment.

Your signature:		Date:	
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6. Approved By

Name:		Signature:	
Date:		Cost code:	