



## Claim for Reimbursement of Travel Expenses

*[Please attach supporting receipts]*

Details				
<b>Name:</b>			<b>Date:</b>	
<b>Position/ Role:</b>				
Use of Own Vehicle Reimbursement				
Origin:		Destination:		Return:
<b>Date:</b>	<b>From:</b>	<b>To:</b>	<b>To:</b>	<b>Km</b>
<b>Date:</b>	<b>From:</b>	<b>To:</b>	<b>To:</b>	<b>Km</b>
<b>Date:</b>	<b>From:</b>	<b>To:</b>	<b>To:</b>	<b>Km</b>
<b>Date:</b>	<b>From:</b>	<b>To:</b>	<b>To:</b>	<b>Km</b>
<b>Total Kilometres</b>				
<b>Rate per Km for person with car allowance</b>				<b>32 cents</b>
<b>Rate for casual use of private vehicle</b>				<b>85 cents</b>
Reimbursement of Fares (taxi/train/plane) (please attach tax invoices)				
<b>Date:</b>	<b>Type:</b>	<b>From:</b>	<b>To:</b>	<b>Cost:</b>
<b>Date:</b>	<b>Type:</b>	<b>From:</b>	<b>To:</b>	<b>Cost:</b>
<b>Date:</b>	<b>Type:</b>	<b>From:</b>	<b>To:</b>	<b>Cost:</b>
<b>Total Cost</b>				<b>\$</b>
Cost Centre				
<b>Parish</b>	<input type="checkbox"/>	<b>Diocese of Grafton</b>	<input type="checkbox"/>	<b>Corp Trustees</b>
If the cost is to be split, please advise the percentage/cost:				
			<b>Diocese:</b>	<b>Trustees:</b>
Pay Disbursement				
<b>Use Bank details on file</b>		<input type="checkbox"/>	<b>Use below bank details</b>	
<b>Use below bank details</b>		<input type="checkbox"/>		
<b>Bank and Branch:</b>			<b>Account name:</b>	
<b>BSB:</b>	_ _ _ - _ _	<b>Account Number:</b>		
Employee Declaration				
I certify that all the details provided are true and correct				
<b>Employee Signature:</b>			<b>Date:</b>	
Authorisation				
<b>Signed:</b>			<b>Date:</b>	
<b>Name:</b>		<b>Position:</b>		