

Reimbursement Form

Each item being claimed for must be accompanied by an original GST invoice and/or receipt.

All reimbursements must be authorised by two members of the club executive and submitted in person to the LUSA office. LUSA will electronically credit the nominated bank account within 7 days of approving the form.

Authorised By:

	Name	Position (Please Circle)	Signature
Exec Member One		P VP S T	
Exec Member Two		P VP S T	

Club Name	
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Event/Activity/Item you are claiming for: <i>Eg. Club AGM</i>	
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Receipts:

	Date	Purchased From	Details of Purchase	Amount
Example	1 Jan 2020	New World	Food and Drink for AGM	\$29.16
1				
2				
3				
4				
Total:				\$

Fund Source:

Grant Funds	\$	Club Funds	\$
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*Total to match total in receipt section

Payment to:

Name of Account Holder	
Bank Account Number	
OR tick box if you have previously been reimbursed and your bank account number is already on file	
Amount to be reimbursed	\$
Email Address	

Office Use Only

Received and checked by	Date
	/ /

Please check form is complete and receipts are attached.