

2018 Ground Travel Expense Claim Form

Name: _____

Phone: _____

Address: _____ Post Code: _____

TRAVEL CLAIMS:

Claims for travel **MUST** be accompanied with a **FUEL RECEIPT** (for tax purposes). (This **MUST** have the outlet's ABN and a cost including GST) Any claims without (a) an appropriate tax receipt, **WILL NOT** be paid or (b) should the receipts exceed the amounts set out below you will only be paid at that rate

Travel reimbursements will be paid at the following rates:

North West - North & return	\$40.00	South - North West & return	\$108.00
North - South & return	\$75.00		
The above trips and 'to' and 'from' your home area. These also work in reverse order i.e. North- West – North is the same as North - North-West.			

Please complete the following:

Date	Traveled TO- FROM (North, North-West or south)	Amount (\$)	Being For (round number, event etc.)
		TOTAL: \$	
Sign and date:			
OFFICE USE ONLY			
Expenses approved by:		Total amount approved:	

PAYMENT

All reimbursements will be paid by **Direct Deposit** (if this is an issue then please advise in space provided)

FORMS MUST be returned to Jo Marsh within **30days** of round umpired.