



Victorian High Country Huts Association Incorporated
Registered No. A0043804Y

Claim for Reimbursement of Expenses

Important: refer to the Expenditure Reimbursement Policy for further information on spending limits etc

Name :					Position :			
Phone:					Email :			
Address :					P/Code :			
Materials and General Expenses Claims can be made only for VHCHA approved projects and events. Copies of receipts are required. All unused materials remain the property of VHCHA.								
Purchase Date	For Hut/Project or other Purpose	Bought from	Qty Purchased	Qty Used	Item description	Total Expenditure \$		
Total Materials and General Expenses								
Personal Vehicle Use For HMO or Committee member km travelled on VHCHA business as approved by VHCHA Committee. Current reimbursement rate is 20c/km								
Date of Travel	Hut/Project or other purpose			Vehicle Registration no.	Km Travelled	X Reimbursement Rate c/km	Reimbursement \$	
Total Personal Vehicle Use Reimbursement								
IF USING MS WORD, ADD MORE ROWS IF NEEDED						Total Claim Amount \$		

I certify that the expenditure claimed was made on behalf of the Victorian High Country Huts Association Inc.

Signed Date

Preferred Reimbursement Method Cheque Direct Debit to Nominated Bank Account (complete details below)

Bank Name <input style="width:90%;" type="text"/>	Account Name <input style="width:90%;" type="text"/>
BSB Number (6 digits) <input style="width:90%;" type="text"/>	Account Number <input style="width:90%;" type="text"/>

Print, sign scan and email this completed form to treasurer@hutsvictoria.org.au or **post** to TREASURER VHCHA, PO BOX 784 MANSFIELD, 3724 VIC
Please attach copies of all receipts. Add rows or use additional forms as required.
All payments are at sole discretion of the VHCHA Committee in accordance with the Expenditure Reimbursement Policy and the Rules of the Association.

Treasurer's record : Date Paid : Bank Receipt/Cheque no: