

VOLUNTEER EXPENSE CLAIM FORM

Please use this form for recording previously agreed/authorised 'out of pocket' expenses you incur whilst volunteering or working for Springwood Church of Christ.

Expenses forms should be given to your Supervisor for approval. Please remember to keep receipts, parking tickets etc. and staple them to your claim as we cannot reimburse expenses without them.

The types of expenditure that we can reimburse you for are:

- Travel for work purposes
 - Mileage is paid at a rate of 78 cents per kilometre.
- Parking expenses if there is no free parking available at a reasonable distance.
- Other genuine expenses associated with your employment if authorised in advance by your Supervisor.

Date	Type of expense	Amount/ No. of Km's

Total

The above is an accurate record of my work-related expenses.

..... (Printed name)

..... (Signature)

BSB: _____ Account No. _____

Authorised by Date