



ABN. 39 662 387 026

VOLUNTEER REIMBURSEMENT FORM

This form should be used to claim reimbursement for Scout expenses incurred by you or to request payment direct to a supplier. **Note** - Scouts Victoria will direct debit to the claimant unless otherwise notified.

1. Complete your name, email address and the bank account details of the person/organisation to be paid
2. Detail each expense and attach a copy of its receipt or Tax Invoice to this Form
3. For fuel reimbursement, enter the total kms travelled and journey details.
4. Ensure the form is authorised by the appropriate person, do not authorise your own reimbursement.
5. Send forms to: **Email:** accounts@vicscouts.asn.au **Mail:** Scouts Victoria, PO Box 774, Mt Waverley Vic 3149

NAME:	EMAIL ADDRESS:
CLAIMANT SIGNATURE:	DATE:
PAYMENT DETAILS:	
BSB:	ACCOUNT No.:
	ACCOUNT NAME:

EXPENDITURE DETAILS:

DATE	DETAILED DESCRIPTION OF EXPENDITURE	COST CENTRE	AMOUNT
FUEL REIMBURSEMENT:			Total

1. Travel of up to 100km on a round trip will not be considered for reimbursement
2. Authorisation for any trip will need to be attached to the Reimbursement Form

DATE	PURPOSE OF TRAVEL	KM's	\$ PER KM	CLAIM
			\$0.20	
			\$0.20	
			\$0.20	
Total				

CLAIM AUTHORISED BY: (Unauthorised forms will be returned)

Name: _____ **Signature:** _____ **Date:** _____

Scouts Australia - Victorian Branch
152 Forster Road, Mt Waverley Vic 3149