

SCOUTS VICTORIA

VOLUNTEER REIMBURSEMENT FORM



FORM F2

This form should be used to claim reimbursement for Scouts Victoria expenses incurred by you, or to request payment direct to a supplier. NB: Scouts Victoria will make all payments by EFT.

1. Complete the 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 kilometres travelled and the journey details
4. Ensure this form is authorised by the appropriate person, do not authorise your own reimbursement
5. Email this form and all supporting documentation, e.g. receipts, to accounts@scoutsvictoria.com.au

● Volunteers Details

Name		Email	
Claimant signature			Date
Payment details			
BSB	Account No.	Account name	

● Expenditure Details

Date	Detailed Description Of Expenditure	Cost Centre	Amount
		Total	

Fuel Reimbursement (NB: travel of up to 100km on a round trip will not be considered for reimbursement)

● Fuel Reimbursement

Date	Purpose Of Travel	Kms	\$ Per Km	Claim
			Total	

Claim Authorised By (unauthorised forms will be returned)

Name	Signature	Date
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