



## EXPENSE REIMBURSEMENT REQUEST FORM

<b>Name</b>	
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<b>Purpose for the Expense</b> (ie : Attending (name) Event)	
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Date	Description of Expense	Account Code <small>(Office Use Only)</small>	Amount
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
<b>Total of Expense incurred</b> (as per supporting Tax Invoices)			<b>\$</b>
Less : Self incurred costs			\$
<b>TOTAL TO BE REIMBURSED BY KARTING AUSTRALIA</b>			<b>\$</b>

*Expenses will be reimbursed in accordance with the Karting Australia P28 - Expense Reimbursement Policy*  
**\*Supporting valid TAX INVOICES must accompany this completed Expense Reimbursement Request Form**  
 ALL approved expenses will be reimbursed via Direct Bank Transfer

Signature	
Position	
Date	

Bank Details for EFT Payment	
Bank	
Account Name	
BSB	
Account Number	

**This completed form is to be submitted to :**  
**Email – [accounts@karting.net.au](mailto:accounts@karting.net.au) / Or post to – PO Box 1297, OXFENFORD QLD 4210**

OFFICE USE ONLY

Authorised by	
Position	
Date Authorised	