



# EXPENSES REIMBURSEMENT FORM

This form is used to claim expenses relating to Mooloolaba SLSC

<b>NAME:</b>
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DATE	DESCRIPTION	TOTAL

*NB: A tax invoice from the expenses you are claiming is required to be attached for reimbursements. Anyone caught incorrectly claiming funds will face disciplinary action.*

<b>TOTAL DUE</b>	\$
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BANK ACCOUNT DETAILS			
<b>BSB</b>		<b>Account No.</b>	

**PURCHASING POLICY**

**Up to \$99 - No pre-approval required    \$100 - \$2000 Executive Approval    > \$2001 + Committee Approval**

Any expense under \$100 must have pre-approval prior to the purchase. If a purchase is made without pre-approval then the expense will not be reimbursed.

**OFFICE USE ONLY**

Approved by	Signature	Date
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ACCOUNT ALLOCATION	AMOUNT	ACCOUNT ALLOCATION	AMOUNT
Boaties	\$	IRB Racing	\$
Cadets	\$	Masters	\$
General	\$	Nippers	\$
100 Club	\$		