

Expense Claim Form

PO Box 293, Northgate Qld 4013
Email: accounts@ponyclubqld.com.au

Claimant (e.g. Event Secretary or Person)

Name of Claimant:	Position (if applicable):
Email Address:	
Day Contact Number:	Mobile:

Type of Activity (tick appropriate box)

☐ Assessment
 ☐ RDC Meeting
 ☐ Judge/Course Design
 ☐ Executive Meeting
☐ Other (please specify): _____

Event:	
Venue:	
Hosted By:	Date:

Travel Cost: Officials to be paid travel and/or \$80 for the first day (whichever is greater) plus a minimum of \$80 per day thereafter they are performing duties.

Motor Vehicle - travel returned

From Address	To Address	No of Km Travelled	Reimburse at 80c/km
			\$
			\$
A meal allowance of \$20 for 200 - 399km will be paid to driver and passenger, or \$35 if travel exceeds 400km each way.			\$

Accommodation: Number of Nights _____ When billet is not available, meals & accommodation will be paid up to a maximum of \$150 per day	\$
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Other Reimbursements (Receipts <u>must</u> be supplied)		
Item		Amount
		\$
		\$
		\$
Total Claim		\$

Claimant Signature:	Dated:
Authorised by (Club/Zone/Region/PCQ): Print Name: _____ Signature: _____ Position Held: _____	Dated: ____ / ____ / ____

Payment will be made by EFT: Please complete below details: ☐ Details on File (tick if applicable)

Account Name:		
BSB No:		Account No:

PCQ OFFICE USE ONLY:

A/C Code: _____ Amount Paid: \$ _____ Dated: _____ Initial: _____