



# Please reimburse me

**CLAIMANT**

Name:

Telephone:

Email:

PURPOSE OF EXPENSE (include details such as dates, conference, names, etc):

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- 

**BANKING DETAILS**

Account Name:

BSB:

Account Number:

**EXPENSES**

DATE	DESCRIPTION OF EXPENSE (eg, Airfare, taxi, hire car, lodging, food, etc)	TOTAL
	<b>TOTAL</b>	<b>\$</b>

**Please attach/scan ALL receipts supporting this claim, including airline booking.**

**CERTIFICATION**

I hereby certify these expenses are true and correct, that the expenditure is a proper charge against BPAA and the amounts requested have not been previously claimed or paid on my behalf.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Please forward the completed form WITH all accompanying expense documentation ie. Receipts/invoices to [bpaaoffice@bpaa.org.au](mailto:bpaaoffice@bpaa.org.au)

***Office use only***  
**AUTHORISATION**

Approved for payment

\_\_\_\_\_  
Authorised by:

Date: / /

Account line:

Job Code:

Transaction ID: