**EXPENSE CLAIMS**

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| **MONTH** | *Jan 2016* | | |
| **PREPARED BY** | *Who is the person making the claim* | | |
| **ACCOUNT PAID OUT OF** | *What account should these expenses be made out of* | | |
| **PAYMENT DETAILS** | ***Name*** | ***Amount*** | ***Remarks*** |
| *Bob Smith* | *$300* | *Flights from Melbourne to Sydney for coaching course* |
| *Bob Smith* | *$200* | *Two nights accommodation* |
| *Bob Smith* | *$30* | *Taxi fare* |
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| **BUDGET DETAILS** | *To be paid for out of the Coach Development Budget.*  *Receipts for all expenses attached.*  *TOTAL COST - $530*  *To be repaid to Bob Smith’s personal account:*  *BSB: 060-001*  *ACCT: 1234 5678* | | |
| **APPROVED FOR REIMBURSEMENT BY** | *Jane Jones – Chair of Coach Development Sub-Committee*  *Within financial delegation dated 1 Nov 2015* | | |
| **SIGNATURE** |  | | |
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