



# WAERA Reimbursement Form

Scan and email this completed claim form to the WAERA Treasurer

Email: [waeratreasurer1@gmail.com](mailto:waeratreasurer1@gmail.com)

Request for REIMBURSEMENT of expenses incurred on behalf of WAERA. I hereby lodge this claim for reimbursement of the following expenses which were incurred by myself on behalf of WAERA and which had been duly authorised by the WAERA prior to Expenditure.

Date	Suppliers Name	Details of Purchase	Invoice total
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
		<b>TOTAL REIMBURSEMENT CLAIMED</b>	\$

Claimants Name: \_\_\_\_\_

Claimants signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

*For this claim to be processed a copy of the tax invoice[s] from the supplier[s] must accompany this form.*

---

Your bank details for direct payments:

Your Bank:

BSB:

Account Number:

Account Name: