



Waylen Bay Sea Scouts

Claim for Expenses

(excluding activities where fees are collected to cover the costs)



What can you claim?

Expenses that support the normal activities of the section, eg materials for boat repairs, youth activity costs.

NOTE: Items of equipment such as tents/sails with a value greater than \$300 need approval by the Group Leader or Chairman prior to purchase. Waylen Bay Sea Scouts have accounts with some suppliers, such as IGA Canning Bridge; Reid's Meats, Conidale, which will avoid the need for reimbursement.

Receipts:

- Please attach all receipts, preferably in order of the item number on the claim form. Only original receipts will be accepted. If you are unable to provide a receipt, please sign next to the claim item that no receipt is available.
- Receipts with only Waylen Bay expenses are preferred, i.e. not mixed with personal expenses. Where personal expenses are included on the receipt, these need to be crossed through and the new claim total annotated on the receipt. Note: bank transaction slips are not invoices as they do not itemise the purchase.
- It is advisable to retain a scanned copy of the receipts.

Procedure:

1. Complete and sign the form with the original receipts numbered and attached in the order they appear on the form.
2. Send to Waylen Bay at PO Box 734 Applecross, Perth 6953 or direct to the Treasurer at 46 Challenger Place, Melville 6156. Alternatively you can drop off the claim with a committee member for presentation at the next committee meeting - third Tuesday of the month, February to November inclusive.
3. Approval: Treasurer seeks approval for reimbursement from the Group Leader or Chairman.
4. Payment will be sent direct to your bank account; cheques will not be issued.

Expenses incurred by:	Name of Claimant:		
Period this claim covers:	Month from:	Month to:	Year:
Main expenses purpose:			Date submitted:

Item Number	Date	Supplier	Being For	Cost
1				\$ -
2				\$ -
3				\$ -
4				\$ -
5				\$ -
6				\$ -
7				\$ -
8				\$ -
9				\$ -
10				\$ -

Add lines above only

Total \$ -

<p>Declaration: These expenses were incurred by the above named claimant for the purpose of work/activities undertaken on behalf of Waylen Bay Sea Scouts.</p>	<p>Signature:</p>
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Refunds will be made via Electronic Funds transfer to your bank account:

Have you already supplied your account details?	OR Details are supplied below:
Yes	Bank:
	BSB (6 digits)
	Account Number:
	Account Name:

How will I be paid? Payments will be sent direct to your bank account and cheques will not be issued. Please check your bank account to see if the money has been transferred.

How long will it take? Completed claims will normally be paid within five days of receipt.

Authorised for Payment by Group Leader or Group Chair (circle or highlight)	Signature:
Receipts checked by Treasurer	Date: EFT sent (date): Initials: