



2019 TRAVEL CLAIM FORM

(Reimbursements close 30 July 2019)

Please return this travel form and a copy of your receipt as soon as possible. If you would like the reimbursement directly credited to your bank account, please fill in the bank account details otherwise fill in the name of who the cheque is to be issued to.

SCHOOL:

REGION:

ADDRESS:

Member's Name	Road Travel		Air Travel
	Private Vehicle	Km Return Journey	Cost of Airfare
	Yes/No		
Name of account to be credited:	<div style="display: flex; justify-content: space-between;"> BSB: A/c No: </div>		
Cheque to be issued in the name of:			

ROAD TRAVEL:

Maximum of \$120 per school. Reimbursement for travel in your own vehicle will only be paid for journeys in excess of 100 km one way. Reimbursements will be calculated at 10% of the total kilometres (i.e. 500km = \$50.00) **a fuel receipt must be presented with the claim form.**

AIR TRAVEL:

Maximum of \$120 per school, receipt must be presented with claim form.

Comments:

Please return with receipt to the Treasurer, in the box provided at conference (with your receipt), OR via email to treasurer@waecssa.com.au by 30 July 2019.