



**Anglesea Surf Life Saving Club Inc.**  
A.B.N 14 544 659 974

**Expense Reimbursement Form**

This form MUST accompany all receipts (scanned or original) being claimed or to record spending on the IGA Anglesea SLSC account card or the Anglesea Hardware account. These receipts should be returned ASAP as accounts come in monthly.

**Please have this reimbursement approved by a Director BEFORE submitting to the Club Office.**

Name: ..... Date Submitted: .....

Position: ..... Email: .....

Purchase Date	Receipt from:	Explanation of Expense (eg. Supplies for Bronze Camp, Cleaning Supplies, etc.)	Profit Centre Area for which expense was incurred	Receipt Attached Yes/No	Amount (incl. GST) \$
<b>Total:</b>					

**Please attach all invoices and/or receipts ASAP. A claim without an invoice or receipt will not be paid.**

**Declaration:**

I confirm the above expenses have been incurred on behalf of the Anglesea SLSC.

Signed: ..... Email: .....

Print Name: ..... Date: .....

**Directors Authorisation:**

Name: ..... Signed: .....

**Electronic Bank Transfer**

Account Name: .....

BSB: ..... Account No.: .....

Return this form to the Club Office or post to PO Box 87, Anglesea, 3230.

PO Box 87, Anglesea, Victoria, 3230  
Phone: 03 5263 1107 Email: [info@angleseaslsc.org.au](mailto:info@angleseaslsc.org.au)  
[www.angleseaslsc.org.au](http://www.angleseaslsc.org.au)