

Guide for completing this form:

1. Please complete all relevant areas.
2. Provide EFT banking details.
3. Once completed, please forward this together with any tax invoice(s), receipts and relevant supporting documents to admin_officer@researchmanagement.org.au for payment.

Please ensure that you forward all receipts along with this form otherwise this reimbursement claim cannot be processed.

SECTION A – To be completed by the Claimant.

Name of Person:		Date:	
Email:		Telephone:	

REIMBURSEMENT DETAILS

Name of Committee, Chapter or Position Title (please specify):	
Reason(s) costs were incurred:	
Date of activity:	

Itemise costs below, including GST or similar if that has been paid:

ITEM	Ex GST	GST	Total Cost
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTAL	\$	\$	\$

SECTION B – Provide EFT Banking Details.

Name of Account:		Bank Name:	
BSB:		Account No:	
Swift Code:			
Other Instructions:			

SECTION C – OFFICE USE ONLY

Date paid:		Receipt no:	
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