

REQUEST FOR REIMBURSEMENT



Archery NSW

Serving Archery in the Waratah State

To be completed & signed by the claimant,

approved by the ANSW officer coordinating the activity or event; then forwarded to:

Archery NSW Treasurer PO Box 54, Panania NSW 2213, OR emailed to: treasurer@archerynsw.org.au

Tax invoices or receipts must be attached, or the declaration must be signed for missing invoices

NAME				
Details (type of expense & purpose)	Tournament / Task / Other	KMs claimed	Amount \$	Invoice /receipt attached Y / N / NA
TOTAL				

For Archery NSW to process payments over \$75 you must declare your reasons for not quoting an ABN:
 I attach the ATO Statement by a supplier to Archery NSW or I have previously submitted this form

Signed		Date	
Approved	Name /Signed /Date		

Missing invoices declaration

I declare that I incurred the expenses as part of Archery NSW related activities and was unable to obtain a tax invoice or receipt for these activities. The amount of missing invoices is \$ _____ .00__.

SIGNED

DATED

The amount will be reimbursed to your payroll account, or to the account details below.

Account name –

BSB _ _ _ - _ _ _

Account # _ _ _ _ _ _ _ _ _ _ _ _ _ _ _