



REQUEST FOR REIMBURSEMENT

To be completed & signed by the claimant, **approved by the ANSW officer coordinating the activity/event;**
then forwarded to: treasurer@archerynsw.org.au

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

NAME :		EMAIL :		
Details (type of expense & purpose, please specify trip details for mileage claims)	Tournament / Task / Other	KMs claimed	\$ Amount	Invoice /receipt attached Y / N* / NA
TOTAL			\$	
*Missing invoices/receipts declaration (if applicable) 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 \$ _____.				
Signed: _____ Date: _____				

For Archery NSW to process payments over \$75 you must declare your reasons for not quoting an ABN (please tick)

- ATO Statement by a supplier is attached
- I have previously submitted ATO Statement by a supplier to Archery NSW
- Not Applicable (Individual - non business) or not over \$75

Bank Account details for reimbursement. (If payment is sent to a wrong account the money may not be recoverable)

Account Name: _____ BSB: _____ - _____ Account No: _____

Claimant Signature: _____ Date: _____

OR: Donate to ANSW for the purpose of _____

APPROVED ANSW Officer:

Date :

PROCESSED ANSW Officer:

Date :