O'HALLORAN HILL TENNIS CLUB

EXPENSES REIMBURSEMENT FORM

Name of person making claim: _____ Date: _____
PLEASE PRINT

Telephone number of claimant (In case Treasurer needs to contact): _____

Date	Payee	Details of Purchase	Amount
		Total of Reimbursement:	

☐ Receipts attached (Please attach receipts to back of this form)
If no receipts, please provide details of expenses:

_____

_____

_____

Payment type requested

☐ Direct Transfer – Provide details: BSB number: _____
Account number: _____
Account name: _____

☐ Cash (At discretion of Treasurer)

☐ Cheque (Make payable to: _____)

SIGNED: _____

For Treasurer's use only:

Cheque Number (if applicable): _____
Transfer Reference (if applicable): _____
Dated: _____
Amount reimbursed: _____
Signed: _____
Co-signed: _____

Forward this form to Treasurer for reimbursement of expenses