



DIRECTORS - PAYMENT /REIMBURSEMENT REQUEST FORM

Claimant Details

Name: _____ Phone: _____

Address: _____

Reason: _____

Particulars of Claim

Date	Detail of Claim	Amount
TOTAL		

Please remember to attach your invoices & receipts

Certification

I certify that the amount claimed above is due and payable for the goods supplied or for the services rendered as described above.

Signed: _____ Date: _____

Scan invoices and send with completed form and email to finance@croquet-australia.com.au with a copy to treasurer@croquet-australia.com.au

Or Mail to Croquet Australia
PO BOX 254
DICKSON ACT 2602

ITEMS FOR REIMBURSEMENT

- Vehicle Travel @ \$0.31 per kilometre (petrol receipts if possible) to and from meeting
- Flight Costs based on best price at earliest confirmation date
- Taxi fares/Uber: Airport to and from Venue and/or accommodation and Home to and from Airport
- Parking Charges at airport (whichever is the cheaper – taxis or parking)
- Accommodation up to \$185.00 per night or at rate as agreed to prior by Board
- Road Tolls

ACA Representation – preference is to utilise a Director that is in attendance at the event or close to venue.