



GIRL GUIDES VICTORIA REQUEST FOR PAYMENT

This form is for Volunteers, Department/Region Manager, Event/Training LIC and Approved Committee Members. Please submit to JPC within 4 weeks after the event.

Date form received at JPC:	
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Date of claim	
Name of person making request for payment:	
Bank Account Details	Account Name:
	BSB: Account Number:

Details of Payment				
Account Code	Job Code	Event/Training Title Date	Description of Expense (If claiming KM's travelled, please refer to table below and list each trip with total KM's travelled)	Amount
TOTAL				\$

Approved by (Name): _____ **Date:** _____

Authorising Signature: _____

Travel Reimbursement Rates for all travel on or after 1 October 2016			
Distance travelled: Return trip	Reimbursement for total distance travelled*	Public Transport	Accommodation
0 – 50km	\$0	\$0	Actual cost.
51 - 100km	\$25	Actual Cost	
101 – 150km	\$40	Actual Cost	
151 – 200km	\$55	Actual Cost	
201 – 300km	\$70	Actual Cost	
301 – 500km	\$85	Actual Cost	
501k +	\$100	Actual Cost	