



Staple receipts to reverse



# SAM REIMBURSEMENT CLAIM FORM

(To be completed for all reimbursement claims against student activity fee allocations)  
(Please attach all original tax invoices behind lodge at the Student Event Office 6\_2\_25)

<b>CLUB NAME</b>	
<b>EVENT NAME</b>	
<b>EVENT DATE</b>	

Description of goods/expenditure	Cost \$
<i>(Please list amount and <b>brief</b> description of each <b>invoice/receipt</b> attached)</i> <b>(DO NOT LIST EACH ITEM SEPARATELY..SUMMARY ONLY)</b>	Total \$

*Funds will be paid to the nominated bank account as per club bank authority form*

<b>TOTAL AMT TO BE REIMBURSED</b>	\$
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*This section to be completed by the club member processing reimbursement in case further information is required.*

<b>CONTACT NAME:</b>	
<b>CONTACT PHONE:</b>	
<b>CONTACT EMAIL:</b>	<b>@student.bond.edu.au</b>

### Checklist.....

- Claim is for an approved budgeted event
- All tax invoices/receipts have been attached to the **back** of this document
- Check this box if **PETTYCASH** is required for amounts <\$100 (email notification will be sent to collect)

**Signed**.....**Date**.....

*"By signing, I verify that the above information is true and accurate"*

Office use only

Bank form received	
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Office use only

Entered in budget	
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