|  |  |
| --- | --- |
| Claim made by (name) |  |
| Address |  |
| ABN (if you have one) |  |
| Bank Account name: |  | **BSB:(6 digits):**  | **Account no.:**  |
| Email for pay advice: |  |
| Attending meeting of |  |
| Held on (date/s) |  |
| **Expenses** **Please complete below according to expense types you are eligible to claim:** | **Rate**($) | **\*GST**($) | **Total**($) |
| (1) | **Fee** [ ] meeting(s)  |  |  |  |
| (2) | **Other: agreed transport fee** |  |  |  |
| Total | **\*GST Note: If you are registered for GST then add 10% GST** **TOTAL** |  |  |  |
| **Please select one of the following options below:** |
| £ | I have an ABN and am registered for GST. I provided **[insert organisational name here]** with this form as my Tax Invoice for meeting attendance |
| £ | I have an ABN but am not registered for GST. I will receive payment based on this claim without GST |
| £ | I do not have an ABN but have provided a [*Statement by a supplier*](https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/) *(reason for not quoting an ABN to an enterprise*) |
| £ | I do not have an ABN and have not provided a *Statement by a supplier*. I understand that **[insert organisational name here]** is required by law to withhold 46.5% tax. |
| I confirm that I am not entitled to any other payment or wage for the time spent doing these activities.I submit that the details contained in this claim are correct and relate solely to expenses incurred in respect of activities undertaken to contribute to **[insert organisational name here]** work. |
|   Signature…………………………………………...................................................... Date ............../ ............ / ......... |
|  **OFFICE USE ONLY**AUTHORISATION OF PAYMENT APPROVED:.................................................................. Date..………../…………../……… Cost code: ........................................................... $  |

 **[Insert organisational name here]**

 **[Insert organisational address here]**

Telephone: **[insert number here]** Fax: **[insert fax number here]**

Email: **[insert organisational email here]**

ABN: **[insert ABN here]**