ST JAMES CROYDON
reach • disciple • grow

ST LUKE'S ANGLICAN CHURCH

REIMBURSEMENT FOR EXPENSES INCURRED ON BEHALF OF THE CHURCH

If you have spent funds on behalf of St James Croydon or St Luke's Concord-Burwood,
please complete this form & attach all supporting receipts or documentation.

Email the form saved as a PDF and the receipts to the approving staff member

The approving staff member will then forward onto the church office:
St James Croydon (office@stjamescroydon.org.au) or St Luke's Concord (admin@stlukesconcord.org.au)
Please remember to enter your bank details so we can ensure your reimbursement goes to the appropriate account.
Note: "Total Cost" includes GST. Please also show the GST amount separately in the GST Amount Column.
If there is no GST just put "0" in the GST column.

Name: _____ **Signature:** _____

BSB No: _____ **Claim Date:** _____

Account No: _____ **Authorised By:** _____

Date on Receipt	Group/Event	Item / Details	Total Cost (Incl GST)	GST Amount
		Totals:	$ -	$ -