



QUARTERLY EXPENSE CLAIM FORM

1. Please complete this form by hand.
2. Number each receipt as a reference for your list below ('Receipt Ref No.' column) and attach the originals (or a scan of them) to this claim.
3. Ensure that claim items are highlighted on the receipts to distinguish them from any other purchases which are not bat related.
4. For fuel claims, fuel receipts and a scan or photo of logbook entries must be attached.
5. Reimbursement for medications/vet expenses need to be approved by the Treasurer.
6. Submit your completed claim, and receipts, by post or email before the deadline for each Quarter (as per table →).
7. Late submissions after the deadline date will **not be eligible for claiming**.

QUARTER	Deadline Date
Q1 (July-Sept)	31 Oct
Q2 (Oct-Dec)	31 Jan
Q3 (Jan-Mar)	30 Apr
Q4 (Apr-June)	31 July

CLAIM DETAILS

MEMBER NAME	DATE
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BANK DETAILS	ACCOUNT NAME
	ACCOUNT NO.
	BSB

A. FUEL EXPENSES

	Total Kms	Rate per km	Amount
Total kms for rescue journeys for this Quarter as per logbook		x 0.20 cents	\$

B. MEDICATIONS/VET EXPENSES/OTHER

Receipt Ref No.	Date of Purchase	Description	Amount

TOTAL	\$
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C. FOOD EXPENSES

If you have more entries than the table below allows, you may use multiple copies of this page.

Receipt Ref No.	Date of Purchase	Item	Amount

TOTAL	
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SIGNATURE

	Section A + B + C = TOTAL CLAIM FOR QUARTER
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Please submit this form and your itemized receipts to:
49 Ridley Road, Reesville Qld 4552, or email with a scan/photo of receipts and logbook to treasurer@batrescue.org.au

OFFICE USE ONLY

<input type="checkbox"/>	Approved	_____ <i>Signed</i>	_____ <i>Date</i>
<input type="checkbox"/>	Paid		