Bathurst Diocese
SHARING JESUS FOR LIFE

ANGLICAN CHURCH OF AUSTRALIA

THE ANGLICAN CHURCH IN CENTRAL & WESTERN NSW DIOCESE OF BATHURST

11 Church Street
Bathurst NSW 2795
02 6331 1722
registrar@bathurstanglican.org.au

CLAIM FOR REIMBURSEMENT

Parish: _____

Claimant: _____ Contact Phone: _____

Pre-approvers: _____ _____

Description	Amount (includes GST, if any) $	c	GST on (if any) $	c	Invoice Attached Yes, No, N/A	Xero Account *Accounts use only
					N/A	
					N/A	
					N/A	
					N/A	
					N/A	
					N/A	
					N/A	
					N/A	
					N/A	
					N/A	
Totals	1		2			

* for mileage reimbursement the rate is 35c per km is for those that have been provided with a parish car or fixed car benefit and 75c per km for those who have not.

1 Claimable Amount **2 Amount of GST Claimable by the Parish/Diocese**

(If there is not enough space in this table, please attach another completed form)

Payment Details: Please reimburse these expenses to the following account:

Bank: _____ Account Name: _____

Branch: _____ BSB: _____ - _____ Account No: _____

Declaration by staff member/parishioner claiming reimbursement:

1. I seek reimbursement of the above expenses that were pre-approved by two churchwardens or the Business Manager
2. I attach tax invoices or other evidence that the expenses have been paid by me and have not been reimbursed from any other source.
3. The expenses which have been incurred are eligible for reimbursement from my parish or the Anglican Diocese of Bathurst.

Signature: _____ **Date:** _____

Provide completed claim and tax invoices to your parish office
For diocesan reimbursements email accounts@bathurstanglican.org.au.