



# SSAF REIMBURSEMENT CLAIM FORM

(email to [studentevents@bond.edu.au](mailto:studentevents@bond.edu.au) with all invoice copies)

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

<b>SUMMARY OF RECEIPTS</b> (One per line)	<b>RECEIPT TOTAL \$</b>
<p style="text-align: right;"><b>Total of attached receipt/s</b> <b>Total to be reimbursed</b></p>	

<b>TOTAL REIMBUSED</b> Office use only		
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*This section to be completed by the club member processing reimbursement*

<b>CONTACT NAME:</b>	
<b>CONTACT PHONE:</b>	

*Funds will be paid to the nominated bank account as per club bank form – Please allow 7-10 days for processing via the University's Finance Dept.*

## CHECKLIST.....

Claim is for an approved event and has budget allocation

All TAX INVOICES/RECEIPTS have been attached to the **email** of this document (effpos receipts are not accepted)

**Club bank account form has been completed for current semester**

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

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