



# Expense Claim

# F2

October 2019

### Use of this Form

This form is to be used to claim Expenses incurred at a Branch activity or arrange payment of an invoice.  
 When submitting this claim, all tax invoices / receipts for expenses are required (a credit card receipt or a quote is not a tax invoice).  
 Claimants should ensure authority is obtained for purchases by the Budget Authorised Person of the budget area before submitting this claim.  
 Claims should be submitted to the Budget Authorised Person or Scout Manager, as appropriate.  
**Where the Claimant is the budget head, authority should be obtained from your next Scouting Manager.**

Has a cash advance previously been provided in relation to these expenses	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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### Details of person/company/group to be paid (Please print clearly)

Name		Membership #	
Address		State	
Suburb		Postcode	
Email address for remittance advice			

### Activity / Budget Area

Reason for claim	

### Claim Details

Date	Expense Description	Code	Dept	GST	Gross
<b>TOTAL</b>					

### Bank details for EFT Payment

BSB Number		Account Number		Account Name	
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### Approval

I confirm that this expense was necessarily and actually incurred.  
 I have attached all receipts relevant to this claim

Claimant Name			
Claimant Signature		Date	
Budget Authority Name			
Budget Authority Signature		Date	