

REIMBURSEMENT CLAIM FORM

Name: _____ Phone: _____

Description of Items Purchased	Amount Claimed (inc. GST)
Total:	

I certify that the items claimed are priced reasonably, needed for a church activity, and will be used by church ministries. YES / NO

Who was the ministry leader / responsible person who you advised or sort approval from for this purchase? _____

Signature: _____ Date: _____

Payment Details (These details not required if you have previously provided them to Eastside)

Acc Name: _____ BSB: _____ Acc. No: _____

Please include copies of your receipts showing proof of purchase.

Reimbursements are made in accordance with our Finance Policy. You can view our finance policy here: eastside.org.au/policies

Approval Limits:

Less than \$200 – No approval required (must advice a responsible leader)

\$200-\$1000 – Approval required from a responsible leader

\$1000+ – Seek further guidance from a staff team member