

Parents Club Expenses Claim Form

This form is for claiming expenses incurred by parents and/or teachers as a result of running a Parents Club event.

Please complete the enclosed form to recover expenses you have incurred as a result of running your Event.

Instructions:

1. Please number all your receipts and use that number as a reference for your description.
2. Attach all receipts securely to this form for processing
3. Give the form to the office. There will be a red in-box for Parents Club

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Date _____

Event Name _____

Person making the Claim _____

Bank details: BSB _____ Account Number _____

Reference Number	Item description	Cost to be claimed

Total \$

