2018 ANNUAL SYNOD MEETING
TRAVEL EXPENSES CLAIM FORM
UNITING CHURCH IN WESTERN AUSTRALIA

Name: _____ **Date** _____

Address: _____

Phone Number: _____ **Email:** _____

Congregation: _____

Cost Centre: 7803 020 084

Date	Reason for Travel	From	To
e.g. 9 Sept 2017	**Synod**	**Geraldton**	**Perth**

(Please complete)

ACCOMMODATION REFUND: **YES** ☐ **NO** ☐

Please Note

Members travelling more than 100km to the Synod Meeting may submit a request for a refund to recover travel and accommodation costs.

Travel refunds will be calculated at 70c/km for the full return journey. Members are encouraged to carpool. An accommodation refund not exceeding $100 per person may also be requested.

(Please return to maree.kemp@wa.uca.org.au)

Please supply bank details if you would like the funds transferred directly into your account:

Name of Bank Account: _____

BSB Number: _____

Account Number: _____

Signature: _____ **Authorised:** _____

FOR OFFICE USE ONLY

_____ Kilometers @ 70 cents per kilometer **$** _____

Accommodation Allowance **$** _____

Cumulative Total **$** _____