



**2019 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 2019	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](mailto: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	\$	_____
<b>Accommodation Allowance</b>		\$	_____
<b>Cumulative Total</b>		\$	_____