



Email completed form to [qldpfa@gmail.com](mailto:qldpfa@gmail.com)

## FM001 – QPFA Reimbursement Form

<b>PERSONAL DETAILS:</b>	
Name:	
Email:	

<b>BANKING DETAILS:</b>	
Account Name:	
BSB:	
Account Number:	

<b>TRANSACTION DETAILS:</b>	
Date of Purchase	DD MMM YYYY
Reimbursement Amount:	\$
Details of purchase:	<p>Items:</p>  <p>Why purchased:</p>  <p>(attach invoices/receipts/remittance details to this hard copy or email)</p>
Attestation:	<p>I incurred this expense as part of:</p> <p><input type="checkbox"/> approved personal expend. subject to sponsorship via reimbursemnt (e.g. accommodation expense for APFA club championships)</p> <p><input type="checkbox"/> pre-approved expenses within budget in course of volunteer duties (e.g. purchase of assets endorsed to be purchased during a management committee meeting or within operating budget using personal credit card for convenience)</p> <p><input type="checkbox"/> other:</p>

<b>TREASURER USE:</b>	
Processed	DD MMM YYYY – Approved/Not Approved
Paid	DD MMM YYYY
Signature	