



AUSTRALIAN TREFOIL GUILD - REQUEST FOR REIMBURSEMENT

Please type or print clearly in black pen.

This form may be used to request reimbursement of personal expenses at Guild, State or Australian Trefoil Guild level. Please tick appropriate box:

- | | | |
|--|--|---|
| <input type="checkbox"/> Trefoil Guild | <input type="checkbox"/> Event Coordinator | <input type="checkbox"/> Event Committee Member |
| <input type="checkbox"/> STG Adviser | <input type="checkbox"/> STG Treasurer | <input type="checkbox"/> STG Secretary |
| <input type="checkbox"/> ATG Adviser | <input type="checkbox"/> Other (please specify): _____ | |

Claimant details:

Given names:	Surname:
Trefoil Guild:	
Event:	
Expense details: <i>Attach dockets / receipts.</i>	
Total Amount:	

Payment authorised by (name):	
Signature:	Date:
Cheque No:	