Travel Reimbursement Form

The ALTG is pleased to reimburse reasonable and necessary expenses incurred by members to attend meetings or events organised by ALTG. Each travel grant is offered up to the value of $500.00 maximum.

To be reimbursed, please complete the form below and return it along with your valid receipts to the ALTG Team by email ([altg@lungfoundation.com.au](mailto:altg@lungfoundation.com.au)).

|  |  |  |  |
| --- | --- | --- | --- |
| Expense Reimbursement Form  Please attach valid invoices/receipts to support this claim | | | |
| Date | Description | GST amount | Claim amount |
|  |  | AUD | AUD |
|  |  | AUD | AUD |
|  |  | AUD | AUD |
|  |  | AUD | AUD |
|  |  | AUD | AUD |
| TOTAL | |  | AUD |

|  |
| --- |
| **Summary of Requested Travel or Summary report of the event attended**  Please write a summary of the why requested travel is of significance or was beneficial to you. |
|  |

|  |  |
| --- | --- |
| **Bank account details for electronic funds transfer** | |
| Bank: | Account Number: |
| Account Name: | BSB: |

|  |  |
| --- | --- |
| **Declaration** | |
| I declare that the attached invoice(s) & receipt(s) are valid records of personal expenses incurred by me during the ALTG event described above. I am seeking reimbursement of this cost from ALTG. | |
| Full Name: | Signature: |
| Date: | Email: |

**OFFICE USE ONLY**

Authorised by (Full Name):

Date:       Signature: