

Staff Reimbursement Form
For Business Expenses Paid for by Staff

Date:
Employee Name:
<u>Bank Account Details</u>
BSB:
Account Number:
Account Name:

<u>Account Use</u>
Receive date:
Payment number:
Account charge to:

Date	Supplier	Purpose of the purchase	Items	Category	Amount
			Total GST:		
			Gross Amount:		

Name (Print): _____

Title (Print): _____

Signature of Originator: _____

<input type="checkbox"/> Payment < \$1,000	<input type="checkbox"/> \$1,000 ≤ Payment < \$5,000	<input type="checkbox"/> Payment ≥ \$5,000
Reviewer (IM):	Reviewer (IM/AM/GM):	Reviewer (IM/AM/GM):
Management Approval (AM):	Management Approval:	Management Approval:

Remarks: IM=Immediate Manager / AM=Administrative Manager / GM = General Manager