

QMEA_Expense Reimbursement Claim Form

Reimbursement claims must be received by QMEA within 30 days of an event/project. Schools/individuals which do not meet this timeline may not be paid by QMEA. All invoices must be GST inclusive i.e. \$500.00 plus GST = \$550.00. Reimbursement of costs will only be made on the provision of tax invoices.

Name: _____

Address: _____

School associated with: _____

Date expense incurred	QMEA event (for which expenditure was incurred)	Type of expense incurred (eg. taxis, parking, meals and other)	Account code <i>(office use only)</i>	Total paid GST inclusive
TOTAL				\$

Payment will be paid by EFT. Please provide the following details:

BSB number _____ Account number _____

Account name _____ Bank _____

Receipts in the form of TAX INVOICES for all claims must be attached.

I certify that I have incurred these expenses in relation to the above mentioned QMEA event and that I have not been or sought reimbursement of these expenses from any other provider eg: school.

Signature: _____ Date: _____

Approved by: _____ Date: _____

(To be signed by QMEA Director)

Please return this expense claim form with receipts to Queensland Minerals and Energy Academy, Level 13, 133 Mary Street, Brisbane Qld 4000