



## Request for Reimbursement

Claimant Name: .....

ACEM ID: .....

### Expenses Claimed

The following limits apply:

Accommodation	\$300.00 per day	Breakfast	\$35.00 per day
Telephone and internet	\$20.00 per day	Lunch	\$30.00 per day
Private car use	\$0.85 per kilometre	Dinner	\$70.00 per day

*Original receipts for all claims must be attached or a legible scanned copy if the form is sent electronically.*

Date of expenditure	ACEM Meeting/Event at which expenditure was incurred	Type of Expense (e.g. taxi, accommodation, parking, airfare, lunch, dinner etc.)	Currency (if other than AUD)	Amount (GST inclusive)
<b>Total Expenses Claimed:</b>				

### Banking Details

*Bank account details are not kept on file. Please complete this section each time you lodge a claim.*

Please provide your banking details below for payment by EFT.

Account Name: .....

BSB Number: ..... Account Number: .....

For payments outside of Australia, the below details also need to be completed.

Bank Name: ..... Bank Location: .....

### Acknowledgement

- In submitting this request for reimbursement, I confirm that I have reviewed the *Guidelines for Travel and College Expenditure*, and that the expenses claimed were incurred by me in connection with College activities pursuant to the Guidelines. I also acknowledge that reimbursement (or part thereof) will not be paid if original receipts (or scanned copies thereof) are not provided.

Signature: .....  
Claimant

Date: .....

Authorised: .....  
ACEM Manager / General Manager / Executive Director / CEO

Date: .....

### Submission

Please forward the Request for Reimbursement to:

e: [accounts@acem.org.au](mailto:accounts@acem.org.au) | Accounts, ACEM, 34 Jeffcott Street, West Melbourne, Victoria 3003, Australia