



FORM 1 - Request for Reimbursement Bridgewater Uniting Church

For a reimbursement for an expense incurred on behalf of Bridgewater UC please fill out this form, attach your tax receipts, and forward to the treasurer in hard copy or email to treasurer@bridgewateruc.org.au

Reimbursements can only be made for items that have been included in the congregation budget, or otherwise have the prior approval of Church Council.

Reimbursements will be made direct to your bank account unless other arrangements are made.

YOUR DETAILS (where applicable for remittance advice, query and banking)

Your Name:	Date:
Phone:	Email:
Your mailing address(if no email)	
Your Bank:	A/C Name:
BSB:	A/C Number:

EXPENSE DETAILS

Attach Tax Receipts/ Invoices detailing ABN and GST.

Details of Receipts/Invoices	Amount	Tick Expense Area							
		Maintenance	Grants	Worship	Pastoral Care	Playgroup	Sunday Club	Youth	Fundraising
1.									
2.									
3.									
4.									
Total Reimbursement Sought:									

Other Information:

I certify that expenses, for which payment is claimed as above, were actually and necessarily incurred for the mission and service of Bridgewater Uniting Church.

Signed:	Date:
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Treasurer's Use:	EFT Processed Date:
Approved (sign):	