

## REIMBURSEMENT SHEET



**Please fill out two separate documents if submitting a personal reimbursement and petty cash at the same time.**

<b>Staff/Shop Name</b>	
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<b>Personal Reimbursement</b> Funds will be reimbursed via Payroll to your nominated bank account	(Tick)	<b>Petty Cash / Shop Reimbursement</b> Funds will be reimbursed via petty cash cheque	(Tick)
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Date	Supplier or Company (e.g. Office works)	Details or Expense (e.g. paper, paperclips, dinner, staff taxi)	Amt (incl GST)
<b>TOTAL</b>			

<b>Declaration</b>			
I declare that:			
<ol style="list-style-type: none"> <li>1. All receipts and tax invoices are attached.</li> <li>2. These are legitimate expenses and this is the only claim I have made, or will make, for these expenses.</li> </ol>			
<b>Employee Name</b>		<b>Date</b>	
<b>Employee Signature</b>			