



**ELWOOD ANGLING CLUB
EXPENSE REIMBURSEMENT FORM**

(Committee and Members Only)

elwoodac@gmail.com

mail receipts to:

Attn: Honorary Treasurer, P.O. Box 9, Elwood VIC 3184

Date:	
Name/Payee:	
Reason for Expense:	
ITEMISED EXPENSES	
Tick: <input type="checkbox"/> Receipts attached	

Date incurred	Item	Category	Quantity	Sub total	Total
TOTAL REIMBURSEMENT					\$

Pre-approved by President: YES / NO **Purchaser's signature:**

Categories:

Cleaning Supplies	(soap, toilet paper, bin liners, hand towels, dishwashing liquid, brooms, mops, rat poison)
Supper supplies	(milk, tea, coffee, biscuits etc.)
BBQs	(meat, soft drink, alcohol, bread etc.)
Angling Comps	(BBQ, soft drink, bread, alcohol, salad, trophies etc.)
Guest Presenters	(gifts, fees etc.)
Consumables	(light globes etc.)
Locksmith	(keys etc.)
Office Stationary	(printer toner, stamps etc.)
Presentation Night	(catering, alcohol, music, trophies, liquor licence etc.)
DVDs & Magazines	
St Kilda Festival	

Office Only:

Cheque made to:	Cheque Number	Dated