

AFS Australia expense sheet

Name: Date:

Address:.....

E-mail:.....

Mobile:.....

For accounts use:

Date	Description of Expense	Net Amount	GST	Total Amount	Receipt attached	Code	Class
Totals							

Requested by.....

Date:

Note:

Expenses MUST be supported by a tax invoice / receipt.

Please use a separate sheet for medical claims.

For travel claims, claim cost of fuel bought =>start with full tank of petrol & refill at end of AFS travel. Please also note KM's travelled.

BSB:..... **A/C No.**.....

Note: BSB must contain 6 digits

Account Name:.....

Contact Person: **Sally Farquharson**

aus.accounts@afs.org

PO Box 5 Strawberry Hills
NSW 2012