EXPENSE REIMBURSEMENT REQUEST FORM

Name	
Purpose For The Expense (e.g. attending xxx event)	

Date	Description Of Expense	Amount (Tax Invoice Required)
	Total Expenses Incurred For Which Reimbursement Is Sought	
	Less Self Incurred Costs	
	Total Amount To Be Reimbursed By AKA	

Signature	
Position	
Date	

Bank Details For EFT Payment

Account Name	
Account Number	
BSB	
Bank	

This completed form is to be submitted to: **AKA Ltd, PO Box 272, Penrith BC, PENRITH NSW 2751**

Expenses claimed must be supported by a valid Tax Invoice which should be attached to the completed Expense Reimbursement Request Form.

Expenses will be reimbursed in accordance with the Karting Australia Expense Reimbursement Policy.