



Australasian Road Rescue Organisation Inc.

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Mail: PO Box 467, Cannonvale, Qld, 4802, Australia

President: Mark Roche

Contact: Steve Rothwell (Executive Officer) 0407 629 205

PERSONAL EXPENSES CLAIM

Name:		Date:	
Address:			
Phone:			

Banking details:

Account name:			
Banking Institution:			
Australia		International *	
BSB:		SWIFT Code:	
Account No.:		Account No.:	

* *Note: Banks charge fees to receive international transfers. You should check how much your bank will charge you.*

Date	Expense Details (Please attach receipts)	Total (NZD)	Total (AUD)
Total Expenses (E): AU\$			

Less – purchases from ARRO:

Date	Invoice No.	Purchase Details	Total (AUD)
Total Purchases (P): AU\$			
Total Claimed (E – P): AU\$			

I declare that the above claims are made for expenses genuinely incurred while on ARRO business.

Signature of claimant

Claim approved: Yes / No
Compliance and Governance Officer

Date paid	Payment ID	MYOB P.O. #
	Method	Date recorded

Warning – Uncontrolled when printed! The current version of this document is kept on the ARRO website.

Document Owner: Governance & Compliance Officer Current Version: July 2017 Page 1 of 1