

Staff Reimbursement Claim Form

For Review Panel Members



INSTRUCTIONS

- Please...**
1. **Complete** Sections A and B.
 2. **Attach** original GST receipts for all items claimed.
 3. **Sign** Section C.
 4. **Return** completed form and attachments to The Administrator, Quality Advancement Unit.

- Note...**
- * Reimbursement will be made into the same bank account held for payroll purposes.
 - * Claims without receipts cannot be reimbursed.

SECTION A: STAFF IDENTIFICATION

Name: _____ Review: _____

Staff ID Number: _____
 (The 6 digit number on the upper right of your staff ID card.)

SECTION B: EXPENSES BEING CLAIMED

Items Claimed (Include brief description and/or reason for expenditure)	Receipt Date	Amount
Subtotal		\$

Private Car Use for Review -- Destination & Purpose of Trip (will be reimbursed at the University's standard per/km rate unless agreed otherwise)	Trip Date	Km Run
Total Km		

TOTAL REIMBURSEMENT	\$
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SECTION C:

_____ Date: _____
CLAIMANT SIGNATURE