

Equestrian South Australia Inc



EQUESTRIAN
SOUTH AUSTRALIA

Claim for Reimbursement of Expenses

<u>Name</u>		
<u>Function</u> (Event/ Committee expenses/Office.. etc.)		
<u>Address</u>		
<u>Telephone</u>		<u>Fax</u>
<u>Mobile</u>		<u>E-mail</u>
<u>Date</u>	<u>Nature of Expenditure</u>	<u>Amount</u>
Total		
Please attach receipts. We need these to claim back the GST.		

<u>Signature</u>	Date



EQUESTRIAN
SOUTH AUSTRALIA

Claim for Reimbursement of Expenses

Payment Method = Direct Debit to your Bank

Please provide us with your details below:

Bank

Account Name: _____

BSB: - - - - -

Account no: _____

Bank Name: _____

Delegation of Authority – Please tick relevant box

Within budget purchases up to \$1,500	DC
Within budget purchases between \$1,501 - \$4,000	DC AND EO
Within budget purchases over \$4,001	DC AND FARMC
Unbudgeted purchases up to \$400	DC
Unbudgeted purchases up to \$401 - \$1,000	EO
Unbudgeted purchases over \$1001	FARMC
Approved Domestic Travel related to planned and budgeted ESA Discipline committee activity	DC
Approved non-discipline domestic travel related to a planned ESA activity up to \$500	EO
Approve domestic travel not related to a planned ESA activity, or is unbudgeted	FARMC
Approve overseas travel	Board

Discipline Committee use only:

Authorised by:

Name of Chairperson:

Date:/...../...20

RETURN TO: Equestrian SA Inc
Unit 10 / 2 Cameron Road
Mt Barker SA 5251