



Morphett Vale Tennis Club

Expense claim Form



Claimant's Name:		Submission Date:	
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Reimbursement Reference if Applicable:

Expense Approved in Committee Meeting # _____ or Grant Expense Tick

Reimbursement Details:

DATE	DETAILS	AMOUNT	RECEIPT#	CAT. #
TOTAL		\$		

Claimant's Name:		Signature:	
Authorized by name:		Signature:	
Date Reimbursed		Quicken Ref:	
Paid by Cash	Tick	Paid by Cheque	Cheque No. _____
		Paid by EFT	Bank _____ BSB _____ Account _____

EXPENSE CATEGORIES:

- #1 Canteen Stock Purchase
- #2 Maintenance/Repairs
- #3 Social / BBQ
- #4 Cleaning / Toilet
- #5 Tennis Balls
- #6 Advertising / Marketing
- #7 Garden
- #8 Stationary
- #9 Travel
- #10 Fundraising or Raffle Expense
- #11 Other _____
- #12 Other _____