



EXPENSE CLAIM

MUST BE RECEIVED NO LATER THAN **Wednesday 25 November 2026** (1 MONTH FOLLOWING THE EVENT) Original GST receipts must be included - **Please do not attach with staples**

| DETAILS OF CLAIMANT | | PERSONAL or BRIGADE (Please circle) |
|---|-----------------------------|-------------------------------------|
| FIRST NAME: | MIDDLE INITIAL: | LAST NAME: |
| BRIGADE: | MOBILE NUMBER: | |
| POSTAL ADDRESS: | | |
| BANK ACCOUNT No. | | |
| EMAIL ADDRESS: | | |
| EVENT: AGM and Conference Hui - 2026 | BUSINESS UNIT: 50400 | SUBLEDGER: NC26 |

| MILEAGE CLAIM FOR ACTUAL VEHICLE USED | | | | | | TOTAL AMOUNT | |
|---------------------------------------|---------------|---------------------|--------|--------------|---------------|--------------|----|
| | | Circle Vehicle Type | | | | | |
| | | Kms Travelled | Petrol | Diesel | Petrol Hybrid | Electric | |
| <input type="checkbox"/> | Up to 1500cc | | 83c | 76c | | | \$ |
| <input type="checkbox"/> | 1501-2000cc | | 100c | 97c | 87c | | \$ |
| <input type="checkbox"/> | 2001-3500cc | | 125c | 121c | | | \$ |
| <input type="checkbox"/> | 3501 and over | | 161c | 159c | | | \$ |
| <input type="checkbox"/> | 65kW – 200kW | | | | | 108c | \$ |
| FROM LOCATION: | | | | TO LOCATION: | | | |
| REGISTRATION No: | | | | OWNER: | | | |
| MAKE: | | | | MODEL: | | | |
| DETAILS: | | | | | | | |

| DETAILS OF CLAIM – Please include dates and attach itemised GST receipts <i>(The UFBA does not reimburse any alcohol costs)</i> | Amount (incl GST) |
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| | |
| TOTAL | |

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| I certify that the expenses claimed above have been incurred by me while on UFBA business and is in accordance with policy and the registration document relevant to the above event. This includes the correct cc rating, all passengers and full details of any vehicle associated with any mileage claim. Signed: Date: | UFBA APPROVAL <i>I have reviewed the above claim. I approve and authorise payment of the above expenses in accordance with policy.</i> Signed: Date: | OFFICE USE ONLY <input type="checkbox"/> Xero contact checked <input type="checkbox"/> Bank account checked <input type="checkbox"/> Bank account updated with Accounts (if required) <input type="checkbox"/> Adjusted and approved <input type="checkbox"/> Signed: |
|--|--|---|