

REQUEST FOR REIMBURSEMENT

Email: treasurer@aocra.com.au & secretary@aocra.com.au

Name: _____ Contact phone: _____

Contact email: _____

Zone/club: _____ Aocra no: _____

Reason for Reimbursement:

Reimburse to account:

BSB #: _____

Account #: _____

Account Name: _____

Copies of Tax invoice/s must be attached with submission of form. EFTPOS docketts will not be accepted.

Date	Invoice / Docket #	Description /	Amount
		TOTAL	

1 OFFICE USE ONLY

Approval Details: _____

Approved By (Name): _____ (Signature): _____

Date Paid: _____

Please see next page for vehicle Expenses



NOTE: for claiming Vehicle Expenses - Cents per kilometre method

Under the cents per kilometre method:

A single rate is used. The rate is:

- *72 cents per kilometre from 1 July 2020*
- *68 cents per kilometre for 2018–19 and 2019–20*
- *66 cents per kilometre for the 2017–18, 2016–17 and 2015–16.*
- *You can claim a maximum of 5,000 business kilometres per car.*
- *You may need to provide written evidence to show how you worked out your business kilometres (for example, by producing diary records of work-related trips).*
- *Where you and another joint owner use the car for separate income-producing purposes, you can each claim up to a maximum of 5,000 business kilometres*

