

# PNAQ Inc: Reimbursement of Accounts for Payment



Reimbursement Requested by: \_\_\_\_\_

Meeting/Event Date: \_\_\_ / \_\_\_ / \_\_\_\_\_ Membership Number: \_\_\_\_\_

**Please Note:**

Accounts for payment must be completed and presented with this official reimbursement slip to the Honorary Treasurer. Receipts must be attached for proof of payment.

To ensure that you are promptly reimbursed you can forward this completed reimbursement form with all receipts to:

**Honorary Treasurer, PNAQ Inc, GPO Box 2518, Brisbane Qld 4001**  
**treasurer@pnaq.net.au**

PNAQ Activity	Outline of Expenses	Cost
1.		
2.		
3.		
4.		

<b>Total</b>	
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Reimbursement will be transferred to your account electronically, please provide your account details;

Account Name: \_\_\_\_\_

BSB Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Action for Payment:**

Passed for Payment:            Yes / No            Meeting Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

Reason:

Treasurer's Signature:

**Paid by EFT**

Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

**Receipt Number/general details:**