

# Travel Expense Reimbursement Form



Reimbursement will be made within 7 days to the nominated bank account as per the Travel Agreement Policy.

**Send the completed form AND copy of expense receipts in one email to [hr@threeblueducks.com](mailto:hr@threeblueducks.com)**

Date	
Employee Name	
Home Venue Name	
Department	

## Travel Information

Date of travel	Travel From	Travel To	Total KM * only applicable when using your own car

## Expenses

\* fuel costs applicable when using a hire car, otherwise covered in mileage cover

Date	Store	Expense Type	Amount \$
SUBTOTAL			\$

## Bank Details

Account Name	
BSB	
Account Number	

**Don't forget to attach receipts!**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date