**VSA Claim Form**

**VSA subsidy and expenses claim form**



## Member making claim to complete this section:

\*Required

# Purpose of claim:

# Name of claimant \*:

# Club/Event \*:

# Date of claim\*: Amount claimed: $

# Claimant Bank Account Details\*: BSB: Account No.:

Details of expense claim/s:

If travel how many km’s:

The only means available to VSA to make payments is by EFT. Accordingly Claimants must provide their Bank account details.

VSA re-imbursement for expenses, or claims for subsidy, are subject to Executive approval, or prior direction on agreed programs as determined from time to time.

Receipts for expenses should be forwarded along with this claim form

Pre-arranged or agreed subsidies to events, need not be substantiated by receipts.



## VSA Approving Officer to complete this section:

VSA Approving Officer***:……………………………………………..….***

# Signature:……………..…………………………………. Date:……………………………..

Payment reference: ....................................... VSA Account code: ..............................

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