



DLRA VOLUNTEER EXPENSE CLAIM APPLICATION

This application must be completed by any DLRA volunteer claiming expenses whilst undertaking travel on DLRA behalf, in a pre-approved, DLRA appointed role. The application must be lodged with the relevant DLRA person within 20 days of the event for which the reimbursement is for. The DLRA will reimburse only the ACTUAL expenditure or UP TO the prescribed maximum where the actual expenditure is greater than the prescribed maximum. Each and every claim must have the relevant receipts/tax invoices attached. Credit Card vouchers are not acceptable as a receipt/tax invoice. Prior to completing this application, the applicant should familiarise themselves with the DLRA Expense Policy for Volunteers. Please submit the form to DLRA Head office.

APPLICANT DETAILS

DLRA MEMBER NUMBER:
FIRST NAME: SURNAME:

CLAIM DETAILS

I wish to make a claim under the following schedule:

COMMITTEE MEMBER RACE DIRECTOR EVENT COORDINATOR STARTER TIMER TECHNICAL INSPECTOR OFFICIAL

APPOINTMENT DETAILS

Refer to the Expense Reimbursement Policy for Volunteers for eligible volunteer activities and appointment process.

APPOINTMENT MADE BY:

EVENT DETAILS

EVENT DATE: D D / M M / Y Y Y Y TIME:
LOCATION: NAME OF EVENT:

EVENT / EXPENSE DETAILS

DATE	TYPE	LOCATION	AMOUNT	DESCRIPTION

DECLARATION

By signing the below, the applicant declares that the information given in this form is true and that the applicant has advised the DLRA of any circumstances which are relevant to the DLRA deciding whether to accept this application. The applicant has read the DLRA Volunteer Expense Policy (available www.cams.com.au) and agrees to the DLRA disclosing any information given to CAMS in relation to the applicant as permitted by the policy.

SIGNATURE: SIGN HERE NAME:

OFFICE USE ONLY

APPROVED BY:
SIGNATURE: DATE: D D / M M / Y Y Y Y