



WA Karate Federation Administration
5 Stirling Waters Avenue
STIRLING WA 6021

Phone/Fax: +61 8 9446 4230

Email: info@karatewestaustralia.com

Expense Claim Form

The WAKF will reimburse out of pocket expenses incurred by staff or volunteers acting on behalf of the WAKF or in the course of WAKF business so long as such expenses are:

- Reasonable, and
- Authorised prior to incurring the expenditure.

An Expense Claim Form must be lodged with any claim of expense within three months of incurring them.

Claims must, wherever possible, be supported with receipts, invoices, vouchers, tickets, or other evidence of such expenditure.

Please refer to the WAKF Financial Delegation and Management Policy for further details and requirements when filling out this form. The policy can be found on the WAKF Website. <https://karatewestaustralia.com/rules-regulations/>

Please submit this form to info@karatewestaustralia.com

Details		
Date of Claim		
Name of Claimant		
Reason for Claim		
Contact Number	Email	
Please fill in your bank account details for reimbursement		
BSB		
Account Number		
Account Name		
Details of Claim		
Date	Description	Amount
Total		
Signed		
Signature		

COMMITMENT CONSISTENCY COMMUNITY



karatewestaustralia.com