



Guest Speaker Claim Form Tax Invoice

1. SPEAKER'S DETAILS

Name:	
Email address:	
Company name <i>(if applicable)</i> :	
ABN <i>(if applicable)</i> :	
Are you registered for GST?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of network at which speaker presented <i>(if known)</i> ?	
Date of presentation:	

2. DETAILS OF EXPENSES TO BE REIMBURSED

For reimbursement of speaker fees, please complete below or send a separate invoice.
Please attach receipts for any other out of pocket expenses.

Description of your out-of-pocket expenses (please also attach receipts)	Amount (incl GST)
TOTAL	\$

3. PAYMENT DETAILS

To be reimbursed by EFT rather than cheque, please provide your BSB and Account Number below:

Account name: BSB: Account Number:
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To be reimbursed by cheque, provide your postal address below. Please bank cheques promptly.

4. CONFIRMATION

I confirm that the details in this claim are correct and relate solely to my attendance at the MHPN Network Meeting.

Signature Date/...../.....
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Mail completed form to: MHPN, PO Box 203, Flinders Lane, VIC 8009 or email directly to your Project Officer.

How to complete the Guest Speaker Claim Form

1. SPEAKER'S DETAILS

Please provide your details and the details of the meeting at which you presented.

2. DETAILS OF EXPENSES TO BE REIMBURSED

Include a brief description of each expense and the amount.

If you are sending a separate invoice for reimbursement for a speaker fee, there is no need to complete this form as well. Remember to identify the network's name if it is not noted on the invoice.

If you are eligible to claim car mileage, please contact MHPN for more information.

3. PAYMENTS

If you wish to be reimbursed by EFT rather than cheque, please complete your BSB and Account Number.

4. CONFIRMATION

Please read, sign and date the confirmation and either:

Post to: MHPN, PO Box 203, Flinders Lane, VIC 8009

Email directly to your Project Officer.