



Southern Tasmanian Bowls Association Inc

Trading as **Bowls Tasmania South**

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BTS TRAVEL CLAIM FORM

Players, Coaches and Managers who have travelled for the Statewide Competition and wish to receive reimbursement towards their travel expenses are to complete this travel claim form.

Process to be followed:

1. The Team Manager is to hand out claim forms to those in attendance **on the day** and collect them at the end of play.
2. All claims will be delivered to the BTS Secretary in one envelope.
3. Only claim forms received from the Team Manager will be accepted.
4. Claims will be processed by the BTS Treasurer as a batch once they have been received from the Team Manager.
5. Travel money will be paid by direct bank transfer. Cash or cheque is not available.

Claim for travel to:

North / North-West (circle) Host Club: _____

Event: _____ Date: ____/____/____

Team Manager: _____

Claimant's details:

Name: _____ Player/Coach/Manager (circle)

Email address: _____



**Ensure the following bank information is correct
before returning this form to the Team Manager.**

Name (Bank Account): _____

BSB: _____ Account No. _____

Signed: _____ Date: ____/____/____

NOTE: If a payment is made to the above nominated bank account, and the information is incorrect, BTS will not resubmit the payment to the corrected bank account until the funds have been returned from the incorrect bank account.