

Attach tax invoice & receipts of purchase here



## MEMBER GRANT REIMBURSEMENT APPLICATION

- WFD Training Grant                       Conference Support Grant
- Travel Subsidy                               Other Grant (please specify) .....

**For your organisation to receive reimbursement for your approved NADA grant amount, you must:**

1. Complete this form AFTER you have completed the training/event.
2. Attach a tax invoice (detailing GST, ABN and EFT details) from your organisation to NADA requesting reimbursement of the grant amount
3. Provide ALL relevant receipts attached to the invoice. This includes the receipts of purchase for Training/Event Registration and NADA approved travel /accommodation costs. *Please note: we do not cover food related costs.*

### 1. APPLICANT DETAILS (PLEASE PRINT CLEARLY)

Name .....

Organisation .....

Work address .....

Work phone ..... Email .....

Applicant Signature ..... Date .....

### 2. GRANT DETAILS

Grant Ref No. (On your letter of approval): .....

Name of Training/Event: .....

Date(s) of training: .....

	Amount	Details
Course/Event Registration		
Travel		
Accommodation		

### 3. EMPLOYERS ENDORSEMENT

I support this application for grant reimbursement and acknowledge that the applicant attended the training/event noted above.

Name .....

Position .....

Signature ..... Date .....

### 4. Additional Information

Ensure all relevant information is attached including:

- An itemised invoice from your organisation (detailing ABN, EFT details, GST)
- Receipts of purchase for registration, travel, accommodation costs and other relevant documentation.