



Request for Advance Payment of Travel Allowance

Annual General Meeting of the Njama! People's Trust

23 November 2022

JD Hardie Youth & Community Hub, 5991 Cottier Drive South Hedland

Full Name		Date of Birth	
Email		Phone Number	
Address			
Mode of Transport	<input type="checkbox"/> Motor Car (ONLY ONE DRIVER PER VEHICLE IS ELIGIBLE FOR ASSISTANCE) <input type="checkbox"/> Plane (REIMBURSEMENT TO BE PAID UPON RECEIPT OF TICKET PURCHASED)		
Are you the Driver	<input type="checkbox"/> YES <input type="checkbox"/> NO	Plate Number	
Other Allowances	<input type="checkbox"/> Meals (ONLY ELIGIBLE FOR TRAVEL DISTANCE OVER 100KM) <input type="checkbox"/> Accommodation (ONLY ELIGIBLE FOR TRAVEL DISTANCE OVER 100KM)		
Bank Name			
Account Name			
BSB		Account Number	

Please tick the boxes that apply to you:

- I plan to attend the Annual General Meeting of the Njama! People's Trust (**NPT**).
- I am aware that I am entitled to be reimbursed my reasonable travel and accommodation costs to attend the Meeting/s and I request an advance payment as applicable and in accordance with the Travel Policy to assist in meeting these costs.

I, _____, by signing this form, declare that I
[Print Full Name]

- (a) acknowledge that I am an approved Beneficiary of NPT;
- (b) acknowledge that such funds must be used for the purpose of attending the Meeting/s;
- (c) agree to provide any documents required to verify the use of the funds;
- (d) acknowledge that if I do not attend the Meeting/s, or use the funds for any other purpose, I will be liable to repay the amount advanced to me; and
- (e) hereby authorise NPT to deduct from any funds that might otherwise be payable or available to me from NPT, to repay the amounts due.

Signed: _____

Date: ____ / ____ / ____

Please note that all Request for Advance Payment of Travel Allowance forms should be sent in
by **5pm (AWST) on Tuesday, 15th November 2022**
Email: travel@ispl.org.au