



## **\*\*TRAVEL REIMBURSEMENT - CFA VFBV STATE CHAMPIONSHIPS 2026 COMPETING BRIGADE AND OFFICIAL**

**Please complete and submit individual forms for each Junior and Senior team claim** and return the forms via

- Clicking 'Submit' at the end of this form
- Save a PDF version, complete and send via email to [championships@cfa.vic.gov.au](mailto:championships@cfa.vic.gov.au)
- Mail to PO Box 701, Mount Waverley, VIC, Australia 3149 (Attention: Volunteer Sustainability Team)

**by Sunday 3 May 2026.** It is regretted that no claim submitted after this date will be considered.

\* Required

1. Brigade Name \*

2. Full Name \*

3. Contact Email \*

4. Brigade No. \*

5. Which Championship Event is this claim for?

**Please complete and submit individual forms for each Junior and Senior team claim \***

- Urban Junior State Championships
- Urban Senior State Championships
- Rural Junior State Championships
- Rural Senior State Championships
- Combined Rural State Championships

6. Is this claim for a travel by car or bus? \*

- Car
- Bus

7. How many COMPETITORS travelled by road to the State Championships? (Number) \*

8. How many OFFICIALS travelled by road to the State Championships? (Number) \*

9. How many COACHES travelled by road to the State Championships? (Number) \*

10. Total travellers (from above) (Number) \*

11. If you are claiming for an official / judge from a NON-COMPETING Brigade, please include a Full Name and Championships Role

COMPLETE THIS SECTION IF CLAIMING A KILOMETRE RATE FOR PRIVATE VEHICLES

12. How many vehicles were used to transport competitors and officials to the above Championships? \*

13. What was the total number of kilometres travelled (to and from) for one vehicle? \*

\* The maximum number of vehicles for which the allowance will be made is five (5), on the basis of four (4) competitors per car.

\*\* Subsidy will be calculated by using the shortest distance by road between your Brigade and the Championships venue and return.

14. Non-team Members/Supporters (approx.) (Number)

Attendees that are not competitors or officials are not included in travel claim criteria. This data request is for statistical purposes only and assists with planning for future Championship events.

15. The Brigade Secretary certifies that they have sighted the current comprehensive insurance policies of the vehicles which transported members to the State Championships in 2026. The Brigade Secretary has approved the information provided on this form and has kept a record of vehicle makes, models, registrations and numbers of passengers. \*

Enter the Brigade Secretary's name below

**COMPLETE THIS SECTION IF CLAIMING FOR CHARTER/HIRE BUS (PLEASE ATTACH ORIGINAL TAX INVOICES)**

NB: Claims for bus travel that do not have written pre approval will not be considered. Urban Senior teams claiming for one car to transport a reel will need to submit a second form.

16. How many COMPETITORS travelled by bus to the State Championships? (Number) \*

17. How many OFFICIALS travelled by bus to the State Championships? (Number) \*

18. How many COACHES travelled by bus to the State Championships (Number) \*

19. Total travellers (from above) (Number) \*

20. Non-team Members/Supporters (approx.) (Number)

Attendees that are not competitors or officials are not included in travel claim criteria. This data request is for statistical purposes only and assists with planning for future Championship events.

21. Name of Hire Company \*

22. Hire Cost (ex. GST) \*

23. Fuel Cost (ex. GST) \*

24. Total amount being claimed (ex. GST) \*

25. Please confirm you have emailed receipts to [championships@cfa.vic.gov.au](mailto:championships@cfa.vic.gov.au). Please note prior submission of quote is not sufficient for payment, an invoice and receipts must be submitted. \*

I confirm

## Section 4

26. I confirm my Brigade Secretary approves this travel claim form, and can confirm the information contained is certified and correct. \*

NB: Brigades who operate under CFA's corporate ABN may claim the GST component by submitting a GST input Tax Paid Form to your local District Business Manager. Brigades separately registered for GST will need to claim as part of their BAS with the ATO.

Type Brigade Secretary's name below

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