Defence Housing AUSTRALIA

F_RA_23_Reimbursement claim_1209

Reimbursement claim

Instructions

Employee ID | Service number | Rank

Family name | Initials

Current unit

Contact phone number(s) ( )

Current residential address

State Postcode

Please indicate the reimbursement you are claiming

- Childcare ☐
- Loss on sale of furniture and effects ☐
- Loss on sale of private motor vehicle ☐
- Pet relocation costs ☐ Are the pets owned for economic/business purposes? Yes ☐ No ☐
- Privately affected removal ☐
  Note: Prior HMC approval is required

Technical assistance - reasonable labour costs

Note: To qualify for reimbursement, approval must be sought from the Housing Management Centre (HMC) prior to the commencement of work (a written quote must be submitted). Once the work is completed, you must submit a receipt to the HMC.

- TV antennae - dismantle/re-erect same ☐
- Waterbed(s) - dismantle/re-assemble ☐
- Security alarm system - dismantle/reinstall same ☐
- Air conditioner - removal of window mounted/reinstalling same ☐
- Technician - technical problems associated with dismantling and installing electrical, mechanical and other appliances. ☐ *Please specify*

Total amount claimed

$

Have you attached receipts? Yes ☐ No ☐

If claiming technical assistance, is your prior approval attached? Yes ☐ No ☐

Declaration by member

The information I have provided is true and correct.

Member's Signature Please print and sign the form before submitting to the HMC

Date

Clear

Office use only

Case number

Amount approved $

Comments

Signature

Printed name