This form is to be used for consumer claims related to:

* Travel reimbursement
* Research project remuneration for document revision
* Meeting sitting fees for meeting attendance

Consumers are to complete the fields below and send the document to their Research Group Leader or Committee Secretary for lodgement. If unsure, please also send the completed copy of the form along with any evidence/receipts to OPUS management (opus@opus-tjr.org.au) for follow-up.

**CONSUMER DETAILS**

Name:

Postal Address:

Contact Number: Consumer Tier No.:

**MEETING DETAILS**

Committee Name: Duration (hrs):

Research Group Leader: Duration (hrs):

**EXPENSES TO BE CLAIMED**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Expense description** | **Origin** | **Destination** | **Receipt Attached (Y/N)** | **Distance driven (km)** | **Parking ticket $** | **Amount $** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | **TOTAL $** |  |

**OPUS APPROVAL**

Name: Signed:

**MORE INFORMATION**

Please send an electronic copy of the completed document (including relevant receipts and photo evidence) to your Committee secretary or Research Group Leader for lodgement. Please direct any enquiries to OPUS at opus@opus-tjr.org.au.