



**Baptist Churches
SA&NT**

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Reimbursement Process

To claim the eligible accommodation reimbursement please:

1. Register for Pastors Gathering.
2. Book accommodation direct (08-8388 7921) with the Adelaide Hills Convention Centre from the rooms 'held' for BCSANT (or at a venue with similar priced rooms)
3. Lodge a Payment Requisition with BCSANT Reception at any time after settling the accommodation cost. You will need to provide a receipt showing payment has been made.

Use this form - [Payment Requisition Form - accommodation reimbursement.pdf](#)

Requisition Forms should be emailed to info@bcsant.org.au for processing.