**Attach original Receipts BEHIND this document.**



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| --- |
| **2 Feb 2024** |

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| **MEMBER EXPENSES REIMBURSEMENT CLAIM FORM** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **CREDITOR #:** |  | | | | | | | **M/SHIP #:** | | | | | |  | | | | | | | | | | | | | |
|  | **(NZNO Use Only**) | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| **NAME:** |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **FULL ADDRESS** |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **POSTCODE** |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **VENUE** |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **COURSE / MEETING** |  | | | | | | | | | | | **DATE** | |  | | | | | | | | | | | | | |
| **(of attendance / last receipt)** | | | | | | | | | | | | | |
| **TRAVEL / ACCOMMODATION / MEALS   *(****please attach GST receipts* ***BEHIND*** *this claim f*orm**)** | | | | | | | | **AMOUNT NZD$** | | | | | | | | | | | **GENERAL**  **LEDGER CODE** | | | | | **COST CENTRE** | | | |
| **FLIGHT / DEPARTURE / EXCESS BAGGAGE FEE** | | | | | | | | $ | | | | | | | | | | | 480 | | | | |  | | | |
| **ACCOMMODATION** | | | | | | | | $ | | | | | | | | | | | 484 | | | | |  | | | |
| **BUS / RAIL / TAXI / PARKING** (please circle) | | | | | | | | $ | | | | | | | | | | | 482 | | | | |  | | | |
| **USE OF OWN VEHICLE**  NO OF KILOMETRES \_\_\_\_\_\_\_\_\_\_\_\_ @ 0.95c | | | | | | | | $ | | | | | | | | | | | 481 | | | | |  | | | |
| **Total for travel** | | | | | | | | $ | | | | | | | | | | |  | | | | |  | | | |
| **Please also note the travel policy operates a rental equivalent exercise – where mileage claimed is above**  **160 kms per day, the claim should be limited to the rental equivalent of $150 per day.** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **MEALS & OTHER EXPENSES** | | | | | | **QTY** | | **AMOUNT NZD$** | | | | | | | | | | **GENERAL**  **LEDGER CODE** | | | | | | **COST CENTRE** | | | |
| **BREAKFAST** (MAX. $30 INC. GST) | | | | | |  | | $ | | | | | | | | | | | 484 | | | | |  | | | |
| **LUNCH** (MAX. $20 INC. GST) | | | | | | \_\_\_\_\_ | | $ | | | | | | | | | | | 484 | | | | |  | | | |
| **DINNER** (MAX. $50 INC. GST) | | | | | | \_\_\_\_\_ | | $ | | | | | | | | | | | 484 | | | | |  | | | |
| **Total for meals** | | | | | | | | $ | | | | | | | | | | |  | | | | | | | | |
| **OTHER EXPENSES** *(please describe)* | | | | | | | | **AMOUNT NZD$** | | | | | | | | | | **GENERAL**  **LEDGER CODE** | | | | | | **COST CENTRE** | | | |
|  | | | | | | | | $ | | | | | | | | | | |  | | | | |  | | | |
| **Total for other expenses** | | | | | | | | $ | | | | | | | | | | |  | | | | |  | | | |
| **IMPORTANT NOTES** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **\*ALL liquor consumed is required to be paid by the member\*** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **\*Claims are only paid on receipt of the signed expense claim form and GST receipts attached\*** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **FIRST TIME CLAIMANTS ONLY** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **EMAIL** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **BANK ACCT NO** |  |  |  |  |  | |  | |  |  |  | |  | |  |  | | | |  |  |  |  | |  |  |  |
| **ALL CLAIMANTS** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **MEMBER’S SIGNATURE** |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **CHAIR, TREASURER or SECRETARY SIGNATURE** |  | | | | | | | | | | | | | **DATE** | | |  | | | | | | | | | | |
| **NZNO APPROVAL** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **NZNO APPROVAL** |  | | | | | | | | | | | | | **DATE** | | | | |  | | | | | | | | |