**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** |   |