**Email PDF form and receipt to Finance@nzno.org.nz**



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| **23 Sept 2024** |

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| **MEMBER EXPENSES REIMBURSEMENT CLAIM FORM** |
|  |  | **MEMBERSHIP #** |  |
| **MEMBER’S NAME** |   |
| **FULL ADDRESS** |   |
| **VENUE** |   |
| **EVENT** |   |  **DATE** |   |
|  | ***(of attendance / last receipt)*** |
|  |
|   | **GL** | **COST CENTRE** | **ACTIVITY CODE** |
| **FLIGHT / DEPARTURE / EXCESS BAGGAGE FEE** | $ | 480 |  |  |
| **BUS / RAIL /PARKING** | $ | 482 |  |  |
| **TAXI/UBER** | $ | 476 |  |  |
| **MILEAGE \_\_\_\_\_\_\_\_\_\_\_\_** @ $1.04 per km (Max $165 per day) | $ | 481 |  |  |
| **Please also note the travel policy operates a rental equivalent exercise – where mileage claimed is over 160 kms per day, the claim is limited to the rental equivalent of $165 a day.**  |
|   | **Qty** |   | **GL** | **COST CENTRE** | **ACTIVITY CODE** |
| **BREAKFAST** (MAX. $30 INC. GST) |  | $ |  |  |  |
| **LUNCH** (MAX. $20 INC. GST) |  | $ |  |  |  |
| **DINNER** (MAX. $50 INC. GST) |  | $ |  |  |  |
| **Total for meals** | **$** | 484 |  |  |
| **OTHER EXPENSES** (please specify) |   | **GL** | **COST CENTRE** | **ACTIVITY CODE** |
|   | $ |   |   |   |
|   | $ |  |  |  |
| **Overall Total**  | **$**  |  |  |  |
|  |  |  |  |  |
| **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 provided\*** |
|  |
| **BANK ACCT NO** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **EMAIL** |   |
| **MEMBER’S SIGNATURE** |  | **Date** |  |
| **APPROVALS FOR CLAIMANT**  |
| **SIGNATURE** |   | **Date** |   |