



## CLAIM FOR REIMBURSEMENT OF STANDARD EXPENSES

Name: \_\_\_\_\_ Ph: (\_\_\_\_) \_\_\_\_\_

Postal Address: \_\_\_\_\_  
 (for payment) \_\_\_\_\_

Date Incurred	Details of Item(s) Claimed	Amount Claimed	Code (NZS Office Use Only)
<b>TOTAL Amount Claimed</b>		<b>\$</b>	

<b>AUTHORISED</b>	
<b>CODE No</b>	
<b>CHEQUE No</b>	
<b>DATE PAID</b>	

<b>Signed</b>	<b>Date:</b> / /
---------------	------------------

**PLEASE ENSURE ALL RECEIPTS ARE  
ATTACHED**

**Note:**

1. Under "ITEM", please list relevant details of:
  - (i) Event/meeting and
  - (ii) What expenses were incurred for
2. Claim should be submitted by 31st of month **along with receipts for expenditure** (NB. EFTPOS RECEIPTS ARE NOT ACCEPTABLE) for processing on 20<sup>th</sup> of following month.
3. Expenses are refundable on the following basis –
  - (a) Travel – 35c per kilometre where own personal car is being used.
  - (b) Accommodation – net cost of accommodation. (No personal telephone calls, or room service, etc.)
  - (c) Meals – **net actual cost of meals** up to a maximum of \$45 per day. This is broken down into;
    - a. Breakfast = \$10
    - b. Lunch = \$10
    - c. Dinner = \$25