

# DELEGATE

## Travel Expense Reimbursement Claim



Fill in the details below. This form can be filled out on your computer using Adobe Acrobat (free to download) or printed out. Completed by Traveller.

Start date: / / End date: / /

Name and address	Event attending
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Items	Please provide GST receipts Please only attach receipts in PDF format*	Amount	GST receipt attached as PDF (please tick)
<b>Meals</b> - Actual and reasonable expenses may be claimed, up to a maximum of: Breakfast \$29.60; Lunch \$23.70 (unless provided); Dinner \$71.00 (if staying overnight).			
		:	
		:	
		:	
		:	
<b>Transport</b> (mileage rate 0.95c per km)			
		:	
		:	
		:	
<b>Others</b> (specify)			
		:	
		:	
		:	
<b>TOTAL</b>		:	

\*AdobeScan is a free and easy to use app you can use to scan and email documents. Please DO NOT convert a picture to PDF as our system cannot process these.

**Payment is made by direct credit to your bank account.** Enter your bank details (please do not use a credit card account).

Bank	Branch no.	Account no.	Suffix
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I CERTIFY that the above particulars are true and correct and that the claim is reasonable.

AUTHORISATION

Signature of claimant	Date	Authorised by	Date
<div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> Cost Centre (see below)			

<b>NOCPS</b> Community Public Services	<b>NGPS</b> Public Service Sector Committee	<b>NGWOM</b> Women's Network
<b>NGCPS</b> CPS Sector Committee	<b>NOSS</b> State Sector	<b>NGYOUTH</b> PSA Youth
<b>NODHB</b> District Health Boards	<b>NGSS</b> State Sector Committee	<b>NGECO</b> Eco-reps Network
<b>NGDHB</b> DHB Sector Committee	<b>NODEL</b> Delegate Education	<b>NCETHIC</b> Ethics Network
<b>NOLG</b> Local Government	<b>NGEXEC</b> Executive Board	<b>NGHS</b> Health & Safety
<b>NGLG</b> Local Govt Sector Committee	<b>NGPACIF</b> Pacifika	<b>NGOUT</b> OUT@PSA
<b>NONS</b> Public Service	<b>NGTRONTA</b> Nga Toa Awhina	