

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)
Meals - 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).			
		:	
		:	
		:	
		:	
Transport (mileage rate 0.95c per km)			
		:	
		:	
		:	
Others (specify)			
		:	
		:	
		:	
		:	
TOTAL		:	

*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).

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bank	Branch no.	Account no.	Suffix

I CERTIFY that the above particulars are true and correct and that the claim is reasonable.

AUTHORISATION

Signature of claimant	Date	Authorised by	Date
<input type="text"/>			
Cost Centre (see below)			

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