



Expenditure / Travel Claim Form

Date submitted:

Name:

General Expenditure Items:

Date	Event/reason	Supplier/Description	Amount
			\$
			\$
			\$

Note: All relevant vouchers must be attached.

Travel Claim:

Date	Event/reason	Method of travel	From / To	Rate used	KMs	Amount
						\$
						\$

TOTAL CLAIMED

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Notes:

- Travel in personal cars will be reimbursed at 30c/km plus an additional 1c/km per person travelling in the vehicle including the driver (whether squad member or not) plus an additional 2c/km per boat carried. Please include names of squad members and number of boats carried. The minimum claim is therefore 31c per km.
- If method of travel is a flight, flight itinerary / ticket must be attached showing date/s, from/to and cost.

Notes:

- Members are expected to share travel arrangements where possible, and choose economical travel options. NZCPA reserves the right not to accept travel claim, or only partially reimburse when this is not followed.

Details:

Name	
Address	
Bank Account	
Signed:	

All claim forms must be emailed to the Executive Director nzcpaexecdirector@gmail.com.