



NZ Squad

Expenditure / Travel Claim Form

Date submitted:

Name:

General Squad Expenditure Items:

Date	Squad name	Camp no.	Supplier/Description	Amount
				\$
				\$
				\$

Note: All relevant vouchers must be attached.

Travel Claim:

Date	Squad name	Camp no.	Method of travel	From / To	Rate used	KMs	Amount
							\$
							\$
							\$

TOTAL CREDIT CLAIMED

\$

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.

NEW ZEALAND CANOE POLO ASSOCIATION

www.canoepolonz.org.nz

Direction 1: person/s in vehicle (if applicable)

Traveller name	
Traveller name	
Traveller name	
Traveller name	
Traveller name	
No. of boats carried	

Direction 2: person/s in vehicle (if applicable)

Traveller name	
Traveller name	
Traveller name	
Traveller name	
Traveller name	
No. of boats carried	

Notes:

- Squad 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.
- Travel claim will be credited to squad ledger account of the player submitting form.

All claim forms must be emailed to your squad manager no later than the Friday following the camp to which the reimbursement claim pertains.