

## EXPENSES CLAIM FORM

Name: \_\_\_\_\_

Bank account: \_\_\_\_\_

Date submitted: \_\_\_\_\_

DATE	EXPENSES CLAIMED	AMOUNT	OFFICE USE

**If claiming mileage, select which vehicle type you used for the trip claimed:**

- ☐ Petrol  
☐ Diesel  
☐ Petrol hybrid  
☐ Electric

**Please note:**

1. Please make sure you state the reason for each expense incurred e.g. Delegates Training, National Exec meeting etc.
2. All expenses (excluding mileage) must be accompanied by a GST tax invoice/receipt. If the receipt is photographed, please make sure the image is fully legible.
3. We reimburse mileage for union-related travel when you are using your personal vehicle (not actual petrol costs) so please just write where you travelled to and from, and the purpose of the travel and we can do the rest.
4. **Payment of expense claims are made on/around the 20th of the month so expenses must be received by us by the 12th of the month, or they will be paid in the following month.**

Once complete, please scan and email (along with your receipts) to [accounts@nzrda.org.nz](mailto:accounts@nzrda.org.nz)