

Expense Reimbursement Claim Form



Please return form and all supporting documentation to the College for processing. Please refer to Page 2 for limits and help in completing this form.

Claimant Details								
Name:						Member ID:		
Email:								
Bank Account Details – if previously provided, please tick here: (BSB not applicable to NZ members)								
Account Name:				Bank:				
Aust or NZ Bank:		BSB:		Account No.:				
International Account Details								
Bank Name:				SWIFT Code:				
Address:				Account No.:				
Expense Details								
(Complete a line for each receipt being claimed – attach only Tax Invoices . EFTPOS Receipts/Credit Card Statements not acceptable)								
No.	Receipt Date	Business Purpose (eg Council/Workshop/ Event name + date)	Activity (eg taxis/meals/mileage/ parking)	Amount Claimed Total	Office Use Only			
					A/C Code	Cost Centre	Currency	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
					Office Use Only			
Claimant Name:				Total:				
Date:				Name of Approver:				
Signature:				Signature of Authoriser:				

Expense Reimbursement

Limits and notes



Air Travel	
1	Members of RANZCOG who are required to travel on approved College business must book the best available fare of the day;
2	Air Travel using Frequent Flyer points will not be reimbursed;
3	Booking of overseas travel (other than New Zealand or Australia) must be approved by the CEO;
Motor Vehicle Allowance	
4	A motor vehicle allowance will be paid to those persons using their own vehicle on College business - if this exceeds the price of an economical airfare available, the College will determine and reimburse a reasonable amount;
5	Reimbursement for use of personal vehicle for College Business will be made at the rate of \$0.72AUD and \$0.79NZD, in line with rates governed by the the ATO in AUS and the IRD in NZ;
Reimbursement of Expenses	
6	Where travel is approved by the College, the College will reimburse the reasonable and economical costs associated with accommodation, meals and incidental expenses (accomodation \$320/day; breakfast \$40/day; lunch \$40/day; dinner \$70/day; minibar \$10/day);
7	The Tax Office requires accommodation and other receipts to support reimbursement made by the College. Only Tax receipts/invoices are acceptable. Copies of EFTPOS receipts, bank or credit cards statements are not accepted as supporting documentation. In the case of missing receipts, please submit a signed <i>Missing Receipt or Tax Invoice Declaration</i> ;
8	Members, who chose to stay in private accommodation, while undertaking College business in locations other than those in which they reside, are eligible to claim up to \$50 per overnight stay;
9	Personal expenses in excess of the maximum daily allowances are to be paid directly to the hotel upon check out;
Same Day Travel	
10	For same day travel, reasonable taxi fare and/or parking fees will be reimbursed and tax receipts must be attached;
11	Claims for taxi fares are only eligble for travel from home to airport; airport to meeting or RANZCOG offices; meeting or RANZCOG offices to airport and airport to home;
12	Standard airport parking will be reimbursed; not valet parking