

Delegate Expenses Guide

What You Can Claim

- You can request a cash advance for meetings held in Wellington. Just notify the Organising Administrator in advance (see contact details below), and the cash will be available on the day of your arrival. Note that gst receipts will be required in due course.
- You can choose to have expenses reimbursed by direct credit into your bank account. The standard time for payment is two working days from when an authorized claim is received by Finance.
- You can claim reimbursement of the following expenses:
 - Meals, up to a maximum of \$25 for breakfast, \$20 for lunch (if not provided) and \$60 for dinner, if staying overnight. You may choose to include alcohol with dinner.
 - Private transport costs at 70 cents per kilometre.
 - Public transport, taxi or shuttle costs to venue and airport (when taxi chits have not been provided.)
 - Parking fees.
- A full copy of the *Reimbursement of Delegates' Expenses* policy is available from the contact below.

How to Claim Your Expenses

- To obtain an advance, complete the *Interim Expense Advance* form (copy attached) and send to your Organising Administrator. It should reach the PSA at least two working days before the meeting.
- Bring your bank account details with you if you want your reimbursement direct credited. If you have given us these details before, you don't need to provide them again unless they change.
- Keep receipts for your purchases. On the last day of the meeting, complete a *Delegate Travel Expense Reimbursement Claim* (copy attached) detailing your expenses, and attach receipts.
- Include on your claim any expenses for which you have received an advance, and deduct the amount advanced from the total claimed. If the total claimed is less than the amount advanced, the difference will need to be refunded back to the PSA.
- The Organising Administrator will authorize your claim and send it to Finance for payment.
- Any expenses incurred after the meeting (e.g. airport parking fees) can be claimed on a separate form and sent to the PSA later for reimbursement.

If you require help contact:

Email:

Phone: