

NZ Public Service Association
 Po Box 3817
 WELLINGTON
 Ph: 04 917 0333
 Fax: 04 917 2051



DELEGATE

Travel Expense Reimbursement Claim

From	To
Date	:
Time	:

completed by Traveller

Name and Address

Event Attending

Items	Amount	<input type="checkbox"/> GST Receipt attached
Meals - Actual and reasonable expenses may be claimed, up to a maximum of: Breakfast \$25; Lunch \$20 (unless provided); Dinner \$60 (if staying overnight).	.	
	.	
	.	
	.	
Transport	.	
(Mileage rate 0.70c per km)	.	
	.	
	.	
Others (specify)	.	
	.	
	.	
	.	
total	\$	

Cost Centre:
 (see over)

Amount Paid
.

Payment is by direct credit to your bank account

Enter your bank account details:

Bank	Branch No	Account Number	Suffix
<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>

(please do not use a credit card account)

I CERTIFY that the above particulars are true and correct and the claim is reasonable.

AUTHORISATION
 (See over for authorisers. Please tick cost centre)

.....
 signature of claimant date

.....
 Authorised by date

Please

Tick Cost Centre

	1310	Health
	1610	Community
	1810	Environment
	1910	Governance
	2210	Infrastructure General
	2220	Corrections
	2230	Defence
	2240	Customs
	2250	Justice
	2510	Social Services
	2715	Out @ PSA
	6620	Delegate Development
	6810	Executive Board
	6820	Nga Toa Awhina
	6830	Pacifika
	6835	PSA Youth
	6845	Women's Network

Authorised Signatory

Up to \$300 Over \$300

H Panoho	W Jones
M Donovan	W Jones
L Whale	J Osborne
J Hall	J Osborne
L Whale	B Prestidge
L Whale	B Prestidge
L Whale	B Prestidge
L Whale	B Prestidge
L Whale	B Prestidge
L Whale	B Prestidge
S O'Kane	B Prestidge
I Gordon	B Pilott
T French	T French
L Byron	Secretariat
L Whale	B Pilott
M Donovan	B Pilott
S O'Kane	B Pilott
K Windelov	B Pilott