



THE ROYAL SCOTTISH COUNTRY DANCE SOCIETY
NEW ZEALAND BRANCH Inc.

EXPENSE CLAIM

Please complete this form, **save as a pdf file** and return it to the Treasurer for reimbursement.

NAME: **POSITION:** **DATE:**

NOTES ON TRAVEL EXPENSES:

- (a) Travel by air/bus/train. You may claim actual TRAVEL expenses – subject to the constraints below.
- (b) Travel by car: You may claim 30 cents per kilometre.
- (c) If Inter-island travel is necessary, you may claim the lesser of your actual TRAVEL expenses, or the standard passenger return fare on the ferry (subject to the note below).

NOTE: Travel by any of the options mentioned above will be reimbursed at an amount not exceeding the equivalent of the return airfare from home DIRECTLY to and from the destination. If you live a considerable distance from the nearest airport you may claim for road travel between home and airport.

PLEASE ATTACH RECEIPTS TO SUPPORT YOUR CLAIM

If you are **not** providing receipts, please sign here:.....

Item	State the purpose for the expenditure	Amount	
Travel: Include dates, where from & to		\$	
Travel by car: Include km.		\$	
Accommodation:		\$	
Printing:		\$	
Stationery:		\$	
Postage:		\$	
Gifts/Flowers:		\$	
Other:		\$	
TOTAL CLAIM:		\$	

Please provide bank account details for direct reimbursement.

Account Name:

Bank Account Number: