



# HONORARY OFFICIALS EXPENSES CLAIM



See reverse for rates set by NSW Treasury.

To ensure prompt processing please complete ALL fields and attach evidence of prior approval (if required)

<b>NAME:</b>			
<b>EMAIL ADDRESS (Required for EFT receipt):</b>			
<b>AGENCY/DEPARTMENT &amp; LOCATION:</b>			
<b>RESIDENTIAL SUBURB:</b>			
<b>MEETING(s) ATTENDED (must be filled in) :</b>	<b>DATE</b>	<b>START TIME</b>	<b>FINISH TIME</b>
<b>DOES THIS MEETING BACK-2-BACK WITH OTHER MEETINGS?</b> <input type="checkbox"/> Yes	<b>DATE</b>	<b>START TIME</b>	<b>FINISH TIME</b>

**TRAVELLING**  From Home      **RETURNING**  To Home  
 From Work                               To Work

TRAVEL (Receipts required for amounts over \$50 and ALL parking)	BREAKDOWN	TOTAL
Public Transport Fares (Bus, Train, Tram, Ferry)	\$	\$
Airport Link Train Service to City (no taxi from airport)	\$	
Mileage* - <u>  #  </u> km	\$	
Parking (valet parking will not be reimbursed)	\$	
Flight	\$	

Employer reimburses my travel expenses

SUSTENANCE	BREAKDOWN	TOTAL
<u>  #  </u> x accommodation ** Location stayed at:	\$	\$
<u>  #  </u> x actual accommodation (receipt required)	\$	
<u>  #  </u> x meals only (City/Country)	\$	

Employer reimburses my sustenance expenses

<b>TOTAL EXPENSES</b>	\$
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**Please note:** Reimbursements for \$100 or more shall be paid via electronic funds transfer. Please provide details of your nominated bank account:

<b>BSB:</b>
<b>Account Number:</b>
<b>Previously supplied details</b> <input type="checkbox"/> Yes

### DECLARATIONS:

- \*  This vehicle is comprehensively insured with (Please insert name of insurer) and the policy is current.
  - \*\*  I hereby agree that I will be staying in paid hotel/motel accommodation.
- Signed: \_\_\_\_\_ (Delegate – Please sign Here)                              Dated: \_\_\_\_\_

<b>Office Use Only</b>	Attendance Sheet Sighted <input type="checkbox"/>	Pre Approval Atch <input type="checkbox"/>	Financial <input type="checkbox"/>	Scanned <input type="checkbox"/>
Recommended: _____	Dated: _____			
Industrial Manager (name) .....Team: .....				
Approved: _____	Dated: _____			
Stewart Little, General Secretary				

**MEAL, TRAVELLING AND RELATED ALLOWANCES 2019/2020 - THE TREASURY RATES**

Effective 1st July 2019

*Please Note - Rates below refer to the amount to be claimed when staying overnight in those locations listed*

**DELEGATES**

		Albury	Armidale	Gunnedah										
			Cooma	Lismore									B/Hill	Other
			Dubbo	Nowra										Country
			Goulburn	Tamw'rh	Orange									
	Sydney	Bathurst	Griffith	Tumut	Wagga	W'gong	Bourke	Gosford	Maitland	N'castle	Queanbeyar/Macquar			
ACCOMM'N	188.00	135.00	134.00	134.00	144.00	155.00	165.00	140.00	152.00	169.00	139.00	158.00	114.00	
B'FAST	28.15	28.15	25.20	25.20	28.15	28.15	28.15	28.15	28.15	28.15	28.15	28.15	25.20	
DINNER	53.90	53.90	49.60	49.60	53.90	53.90	53.90	53.90	53.90	53.90	53.90	53.90	49.60	
INCIDENTALS	20.05	20.05	20.05	20.05	20.05	20.05	20.05	20.05	20.05	20.05	20.05	20.05	20.05	
<b>TOTAL</b>	<b>290.10</b>	<b>266.05</b>	<b>228.85</b>	<b>228.85</b>	<b>246.10</b>	<b>257.10</b>	<b>267.10</b>	<b>242.10</b>	<b>254.10</b>	<b>271.10</b>	<b>241.10</b>	<b>289.05</b>	<b>208.85</b>	
Meals only	102.10	102.10	94.85	94.85	102.10	102.10	102.10	102.10	102.10	102.10	102.10	102.10	94.85	

MILEAGE - NSW GOV. RATES  
 ENGINE CAPACITY  
 Casual rate 27.2cpk  
 set at flat rate for all engine types