

**Form A: Representative / Observer Expense Claim**

NZEI Te Riu Roa Hui-ā-Tau | Annual Meeting 2023

Submit your completed form to your Komiti Pasifika, Aronui Tomua, Branch or Area Council by **Wednesday, 4 October 2023**

<b>Name:</b>	<b>Address:</b>
<b>KP / AT / Branch / Area Council:</b>	<b>Bank Account:</b> <div style="display: flex; justify-content: space-around; width: 100%;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>

Sat 23 Sept (For members required to travel on Saturday)	Personal vehicle (Observer only) _____ km @ 83c per km	
	Other transport costs (Observer only, receipts attached if applicable)	
	Lunch (\$17.00 max – receipt attached)	
	Dinner (\$55.00 max – receipt attached)	
	Overnight allowance (\$15.00)	
	<b>TOTAL FOR THE DAY</b>	<b>\$</b>

Sun 24 Sept	Personal vehicle (Observer only) _____ km @ 83c per km	
	Other transport costs (Observer only, receipts attached if applicable)	
	Breakfast (\$27.00 max - receipt attached). <i>For members that travelled on Sat 23 Sept only</i>	
	Lunch (\$17.00 max – receipt attached)	
	Dinner (\$55.00 max – receipt attached)	
	Overnight allowance (\$15.00)	
	<b>TOTAL FOR THE DAY</b>	<b>\$</b>

Mon 25 Sept	Breakfast (\$27.00 max - receipt attached)	
	Dinner (\$55.00 max – receipt attached)	
	Overnight allowance (\$15.00)	
	<b>TOTAL FOR THE DAY</b>	<b>\$</b>

Tues 26 Sept	Breakfast (\$27.00 max - receipt attached)	
	Overnight allowance (\$15.00)	
	<b>TOTAL FOR THE DAY</b>	<b>\$</b>

Wed 27 Sept	Breakfast (\$27.00 max - receipt attached)	
	Lunch (\$17.00 max – receipt attached)	
	Day Trip Allowance (\$7.00)	
	Personal vehicle (Observer only) _____ km @ 83c per km	
	Other transport costs (Observer only - receipts attached)	
	<b>TOTAL FOR THE DAY</b>	<b>\$</b>

(Receipts must be attached in the above order)

**Claim Summary**

Total expenditure from above	\$	<b>A</b>
Less the cash advance (if applicable) received prior to Hui-ā-Tau	\$	<b>B</b>
<b>Net Amount</b>	<b>\$</b>	<b>C</b>

Please Note: If **A** is greater than **B**, then **C** will be the amount reimbursed by Komiti Pasifika, Aronui Tomua, Branch or Area Council.If **B** is greater than **A**, then **C** will be the amount returned to Komiti Pasifika, Aronui Tomua, Branch or Area Council.

I certify that all information entered above is valid and true. Expenses have been incurred while attending the NZEI Te Riu Roa Hui-ā-Tau 2023.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

 Authorised by the  
 Chair / President: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_