# A picture containing text, font, design, typography  Description automatically generatedRWNZ - Claim Form for General Expenses

To be used by Board members, Regional Leaders, RWNZ Staff and PAAG Groups.

Or other specifically funded programmes.

Expenses to be paid to:

|  |  |
| --- | --- |
| Name: | Date: |
| Bank Ac Name: | Bank Ac Number:  |

Reason for the expenses claim - Expenses for regional activities should include the region in the description.

 Board Regional Leaders Staff PAAGS\* (State Group) Other

|  |
| --- |
| Description: |
|  |
|  |

Mileage (if relevant):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | Reason | From | To | Total Klms | Rate | Total |
|  |  |  |  |  | $0.65c |  |
|  |  |  |  |  | $0.65c |  |
|  |  |  |  |  | $0.65c |  |

Other Expenses: These include air fares, accommodation, taxis, meals, postage/courier and stationery etc.

**Receipts must be provided for all items claimed**

|  |  |  |
| --- | --- | --- |
| Date | Description | Total |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Total expenses claimed $ Receipts attached: Yes / No

**Authoriser Name:**

**Signature:**

**Position:**

**\*PAAGS GROUPS:** International/ Health/Land Use & Environmental/Education/Social/Technology & Business.