**All claims must be made in a timely manner, preferably in the month the expense was incurred.**

|  |  |
| --- | --- |
| Area Committee |  |
| Region |  |
| Date |  |
| Recipient Name |  |
| Bank Ac Number |  |
| Total Amount Being Claimed |  |

# Regional Activities, Projects, Events and Training

See Note 1 – Event/Activity Name

Mileage:

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

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

|  |  |  |
| --- | --- | --- |
| Date | Description (provide a budget & other financial information where needed) | Total |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Regional Administration and support

See Note 2

Mileage:

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

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

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

# Regional Charitable Grants (donations)

See Note 3

**This section is to be used when a branch is making a specific charitable grant (donation).**

The grant may take the form of direct funding, (eg buying wool to knit into singlets donated to hospitals) or purchase of equipment or services on behalf of the beneficiary.

The recipient of the funds should be either a RWNZ branch or an external provider.

|  |  |  |
| --- | --- | --- |
| Beneficiary | Description and reason for the donation | Total |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Authorisor Name:**

**Signature:**

**Position:**

Have you attached the receipts? Yes/No

**Notes and definitions:**

1. Activity, Projects, Events and Training - Code 267

Encouraging and supporting activity in your region including wider member initiatives and collaborations with other organisations.

* Claims for event funding made prior to the event date should include a budget.
* Claims for expenses that have been incurred should include invoices or receipts
1. Administration and support – Code268

Cover regional administration and travel costs.  Separate allocation for regional leader. Regional representation at national events is covered by national budget.

1. Charitable Grants – Code 269/269.1

Enable charitable projects and initiatives in conjunction with regional fundraising

* Where payment is being made to an external provider, please attach a copy of their bank account details either as a bank deposit slip or on their bank letterhead.

**Receipts:**

To assist with accounting and audit processess we require receipts for all purchases claimed. If you are claiming for funds prior to an event, please remember to forward your receipts to accounts@ruralwomennz.nz after the event has been completed. This allows us to claim the GST on your behalf and maximises your funding.