



# District 72 Toastmasters Expense Claim Form

Name: \_\_\_\_\_

District Role: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Bank Account Number for this claim: \_\_\_\_\_

Payee Name – If paying someone else: \_\_\_\_\_

**Details of Claim:**

Date	Details	Reason	GST	Amount	Office Use: Code
			\$	\$	
			\$	\$	
			\$	\$	
			\$	\$	
			\$	\$	
<b>TOTAL:</b>				\$	

I certify that these expenses were properly incurred by me in the execution of my duties as a District Officer, that the expenditure is within my budget allocation and that these expenses will not be reimbursed by any other party.

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

Tick One:	Approved by:	Signature	Date
District Expense	District Director		
	Programme Quality Director		
	Club Growth Director		
	Division Director		
Division/Area Expense	Division Director		
District Convention	Convention Convenor		
	Convention Treasurer		
<b>Office Use Only</b>		Direct Credit Date:	
		Amount Paid:	

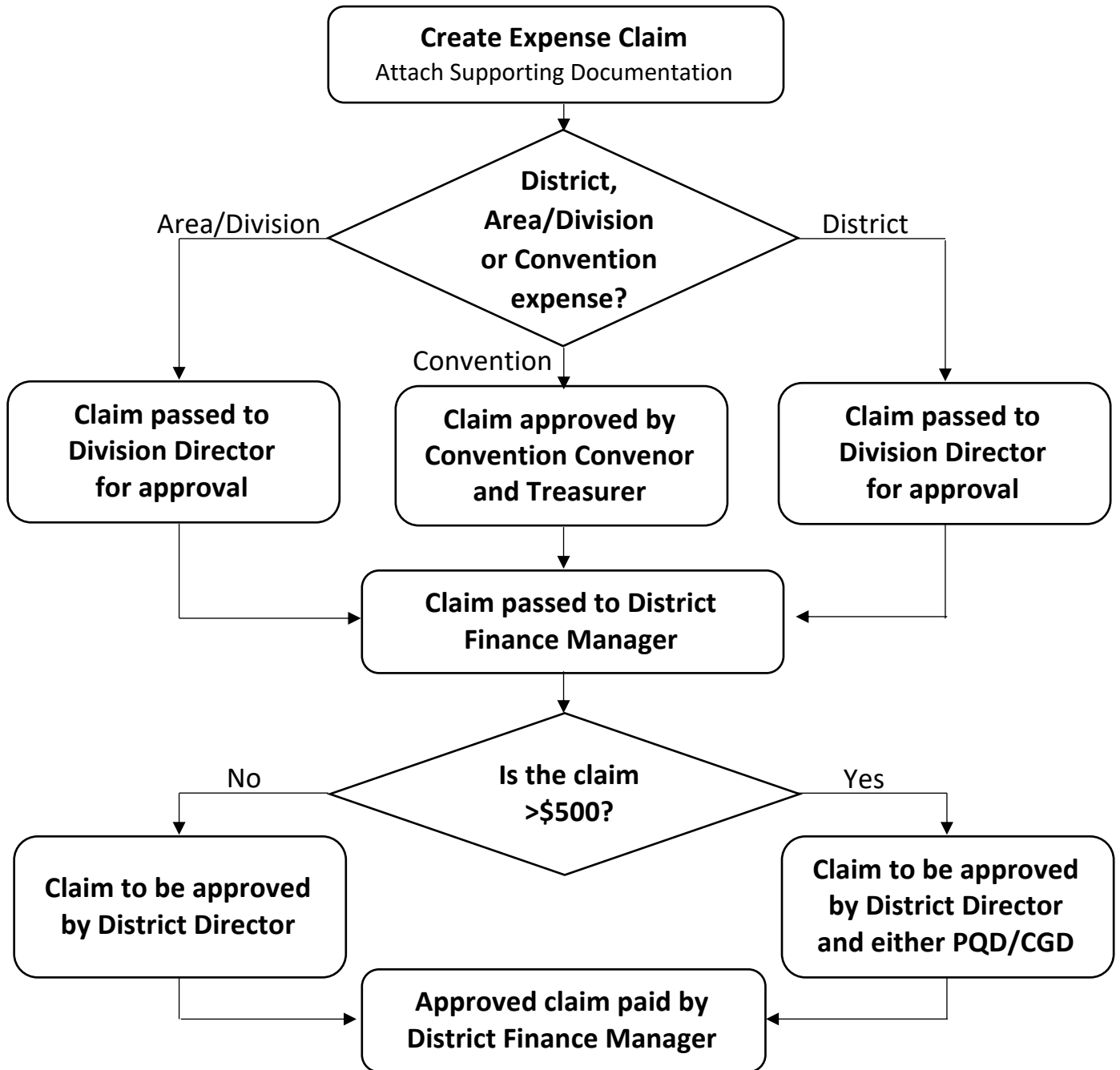
Philip Smith, District Finance Manager, District 72

By scan & email to [finance.d72@toastmasters.org.nz](mailto:finance.d72@toastmasters.org.nz) or post to 25 Birdwood Road, Lower Hutt 5011.

Mobile: 027 2797 012

## Important Notes for Expense Claims:

- Minimum claim is \$5.00
- All receipts must be included with the expense claim as proof of payment, OR, if payment is required on a third party invoice, this invoice must be included with claim form.
- When claiming air travel, ticket documentation showing arrival and departure locations and dates and times of travel, as well as cost, must be included with the expense claim.
- Motor Vehicle travel related to your role is to be charged at **40 cents per km** based on AA mileage. Round trip must exceed 40km, with the first 40km not being claimable. The "from & to" is to be shown in the details. Please attach a copy of the AA, Wises or Google map/directions. The rules relating to Travel Expenses are in the District Financial Guidelines on the website.
- Claims not with the District Finance Manager within 60 days of expense will not be accepted.



Approved claims will be paid on 30<sup>th</sup> of each month immediately following approval of claim.

Philip Smith, District Finance Manager, District 72

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