

EXPENSES FORM



SEND TO:

treasurer@nzifsa.org.nz

YOUR DETAILS:

Name:	
Address	
Email:	
Phone:	

PAYMENT DETAILS:

- Post cheque in name above to above address (or hand deliver).
- Deposit directly to my bank account:

Account Name			
Bank & Branch			
Account Number			

EXPENSES:

Tax invoices must be stapled to the back of this form. These cannot be returned. The item you must attach is the one that says tax invoice on it (nothing else is needed). For domestic air travel, this is not your booking confirmation, but your e-ticket where it says "tax invoice" (this is sometimes very small and on page 2). Items purchased by Air Points dollars, or similar are not expenses. **Invoices must show payment or else a receipt must also be supplied.**

Date	Details	Amount
TOTAL:		
AMOUNT REQUESTED:		

SIGNATURE:

I declare that these expenses were incurred for an authorised purpose and fulfill all the terms of the Travel and Reimbursement Policy and any other applicable NZIFSA Policy Documents. I also agree, if this is a prepaid expense for an event and I am unable to attend, I will reimburse NZIFSA in full within 30 days of notification.

Signed: _____ Date: _____

Office use only:

Date Paid:	Amount Paid:	Cheque No: