



## College and Section Expenses Reimbursement Claim Form

(This form can be used for non-committee member expenses approved by an executive member of the Committee.)

|                                                                     |                      |                      |  |
|---------------------------------------------------------------------|----------------------|----------------------|--|
| <b>COLLEGE / SECTION NAME:</b>                                      |                      |                      |  |
| <b>National Office Use Only:</b>                                    | <b>Payee Number:</b> | <b>Bank GL Code:</b> |  |
| <b>Member's Name</b>                                                |                      | <b>Membership #</b>  |  |
| <b>Address</b>                                                      |                      |                      |  |
| <b>Event &amp; Location</b>                                         |                      |                      |  |
| <b>Cost Centre Name(s):</b><br>(Chair, Treasurer or Secretary only) |                      |                      |  |

Date of latest receipt attached

| TRAVEL, ACCOMMODATION, MEALS AND OTHER EXPENSES<br>(See over for additional information on allowable claims) |                     |    | GL CODES | COST CENTRE |
|--------------------------------------------------------------------------------------------------------------|---------------------|----|----------|-------------|
| <b>Flights</b>                                                                                               | \$                  |    | 480      |             |
| <b>Rental Car</b>                                                                                            | \$                  |    | 486      |             |
| <b>Fares - Bus/ Rail</b>                                                                                     | \$                  |    | 482      |             |
| <b>Taxi/Uber</b>                                                                                             | \$                  |    | 482      |             |
| <b>Private Vehicle – select applicable type</b>                                                              |                     |    |          |             |
| (Maximum claim amount is \$165 per day for all vehicle types)                                                |                     |    |          |             |
| <input type="checkbox"/> PETROL _____                                                                        | kms @ \$1.20 per km | \$ | 481      |             |
| <input type="checkbox"/> DIESEL _____                                                                        | kms @ \$1.30 per km | \$ | 481      |             |
| <input type="checkbox"/> HYBRID _____                                                                        | kms @ \$0.90 per km | \$ | 481      |             |
| <input type="checkbox"/> ELECTRIC _____                                                                      | kms @ \$1.22 per km | \$ | 481      |             |
| <b>Parking - Airport/ General</b>                                                                            | \$                  |    | 482      |             |
| <b>Accommodation</b>                                                                                         | \$                  |    | 484      |             |
| <b>Meals</b>                                                                                                 | \$                  |    | 487      |             |
| (Maximums GST inclusive: Breakfast \$30, Lunch \$20, Dinner \$50. Alcoholic beverages are not reimbursable)  |                     |    |          |             |
| <b>Other Expenses</b> (please specify, if you are catering, please specify the amount you are catering for.) |                     |    |          |             |
|                                                                                                              |                     | \$ |          |             |
|                                                                                                              |                     | \$ |          |             |
|                                                                                                              |                     | \$ |          |             |
| <b>TOTAL</b>                                                                                                 |                     | \$ |          |             |

|                         |  |             |
|-------------------------|--|-------------|
| <b>Member Signature</b> |  | <b>Date</b> |
| <b>Email Address</b>    |  |             |
| <b>Bank Account</b>     |  |             |

### AUTHORISATIONS

|                                                                    |             |
|--------------------------------------------------------------------|-------------|
| <b>Authorised by any two of the Chair, Treasurer, or Secretary</b> |             |
| <b>Signature</b>                                                   | <b>Date</b> |
| <b>Signature</b>                                                   | <b>Date</b> |

## COLLEGE AND SECTION EXPENSE CLAIM GUIDANCE NOTES

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To help avoid members paying out of pocket, NZNO encourages the use of suppliers we already have invoice arrangements with.

### PAYMENT OF EXPENSE CLAIM

Claims submitted are required to be approved before they are paid. NZNO generally pays claims within one week of **approval** of the claim by two authorised Committee Members.

Approved expense claims are paid on a Friday so funds will be in your bank account by Saturday morning.

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### MEALS

Maximum claimable (GST inclusive):

|            |         |
|------------|---------|
| Breakfast: | \$30.00 |
| Lunch:     | \$20.00 |
| Dinner:    | \$50.00 |

- Maximums include claims for non-alcoholic beverages.
  - Accumulation of meal maximums (by foregoing breakfast or lunch), to allow a higher rate for say a dinner, is not permitted.
  - NZNO does not reimburse the cost of alcohol
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### MILEAGE CLAIMS

IRD has recently introduced mileage rates based on vehicle type. NZNO has adopted this approach.

A maximum of \$165 per day will be reimbursed regardless of vehicle type.  
The maximum applies to each day of travel, not for the whole trip.

Example using a petrol vehicle:

*Day 1: Travel to event - 150km x \$1.20=\$180.00 (claim \$165 maximum)*  
*Day 2: Event attendance incidental travel – 20km x \$1.20 = \$24.00 (claim actual kms travelled)*  
*Day 3: Return from event - 150km x \$1.20 = \$180.00 (claim \$165 maximum)*

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### FINES

NZNO does not reimburse infringement fees such as traffic or parking fines incurred while on NZNO business.

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### SALES RECEIPTS

All purchases must be supported by a sales/eftpos receipt showing the supplier GST number (if applicable) and details of items purchased.

*(Note: If a supplier (e.g., Uber, Airbnb) is not registered for GST no GST number will be shown.)*

If no sales/eftpos receipt is provided then the claim may be declined unless other supporting information e.g. statement entry, email information and explanation, is provided to support the claim.

Shared sales/eftpos receipts e.g., Committee Dinner: Each claimant's receipt must show clearly what items they have purchased and the total amount that they paid. If they are paying for more than just themselves, the names of the other person(s) should be noted.

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| College & Section Cost Centre Codes |                     |           |           |             |           |       |          |
|-------------------------------------|---------------------|-----------|-----------|-------------|-----------|-------|----------|
|                                     | College/<br>Section | Committee | Education | Conference* | Courses** | SIGS  | Projects |
| Cost Centre Sub Code                | Cost<br>Centre      | .0        | .1        | .2          | .3        | .4    | .5       |
| College - Section                   |                     |           |           |             |           |       |          |
| Enrolled***                         | 451                 | 451.0     | 451.1     | 451.2       |           |       |          |
| Perioperative***                    | 452                 | 452.0     | 452.1     | 452.2       |           |       |          |
| Critical Care                       | 453                 | 453.0     | 453.1     | 453.2       |           |       |          |
| Gastroenterology                    | 454                 | 454.0     | 454.1     | 454.2       |           | 454.4 |          |
| Emergency                           | 457                 | 457.0     | 457.1     | 457.2       | 457.3     |       |          |
| Diabetes                            | 458                 | 458.0     | 458.1     | 458.2       |           |       |          |
| Research                            | 459                 | 459.0     | 459.1     | 459.2       |           |       |          |
| Infection                           | 460                 | 460.0     | 460.1     | 460.2       |           | 460.4 |          |
| Stomal                              | 462                 | 462.0     | 462.1     | 462.2       |           |       |          |
| Neonatal                            | 464                 | 464.0     | 464.1     | 464.2       |           | 464.4 |          |
| Child & Youth                       | 465                 | 465.0     | 465.1     | 465.2       |           |       |          |
| Respiratory                         | 466                 | 466.0     | 466.1     | 466.2       |           |       |          |
| Cancer                              | 468                 | 468.0     | 468.1     | 468.2       |           | 468.4 |          |
| Gerontology                         | 474                 | 474.0     | 474.1     | 474.2       |           |       |          |
| COASTN                              | 476                 | 476.0     | 476.1     | 476.2       | 476.3     |       |          |
| Mental Health                       | 478                 | 478.0     | 478.1     | 478.2       |           |       |          |
| Nursing Leadership                  | 479                 | 479.0     | 479.1     | 479.2       |           |       |          |
| Womens Health                       | 480                 | 480.0     | 480.1     | 480.2       |           |       |          |
| Pacific                             | 483                 | 483.0     | 483.1     | 483.2       |           |       |          |
| Primary Health Care                 | 485                 | 485.0     | 485.1     | 485.2       |           | 485.4 |          |

\*Conference, Symposium, Seminar, Forum, Workshop

\*\* Emergency Triage and COASTN Aeromedical courses

\*\*\* Enrolled and Perioperative regional divisions have their own individual Cost Centre codes. Refer appendix 1.

## Appendix 1

| Enrolled Nurse Regional Divisions | Cost Centre |
|-----------------------------------|-------------|
| Tai Tokerau – Northland           | 430         |
| Greater Auckland                  | 431         |
| Midlands                          | 432         |
| Bay of Plenty Tairāwhiti          | 433         |
| Central                           | 434         |
| Wellington                        | 435         |
| Top of the South                  | 436         |
| West Coast                        | 437         |
| Canterbury                        | 438         |
| Southern                          | 439         |

| Perioperative Nurse Regional Divisions | Cost Centre |
|----------------------------------------|-------------|
| Auckland                               | 415         |
| Hawkes Bay                             | 416         |
| Ruahine Egmont                         | 417         |
| Central                                | 418         |
| Wellington                             | 419         |
| Nelson Marlborough                     | 420         |
| Canterbury                             | 421         |
| Otago                                  | 422         |
| Southland                              | 423         |