Email PDF form and receipts to Finance@nzno.org.nz

Tōpūtanga Tapuhi Kaitiaki o Aotearoa
NEW ZEALAND NURSES ORGANISATION

1 Jul 2026

MEMBER EXPENSES REIMBURSEMENT CLAIM FORM

MEMBER NAME		EMAIL	
EVENT		MEMBERSHIP #	
NZNO STAFF CONTACT		DATE	

CODES *(ask NZNO staff contact)*

TRAVEL COSTS			GL	COST CENTRE	ACTIVITY
FLIGHT / DEPARTURE / EXCESS BAGGAGE FEE		$	480		
BUS / RAIL /PARKING		$	482		
TAXI/UBER		$	476		
MILEAGE - Please select applicable vehicle type:					
☐ PETROL _______	km @ $1.20 per km (max. $165/day)	$	481		
☐ DIESEL _______	km @ $1.30 per km (max. $165/day)	$	481		
☐ HYBRID ______	km @ $0.90 per km (max. $165/day)	$	481		
☐ ELECTRIC _____	km @ $1.22 per km (max. $165/day)	$	481		

Mileage claims are limited to the rental equivalent of $165 per day for all vehicle types.

MEAL ALLOWANCES					
Travel start date & time		Travel end date & time			
	Qty		GL	COST CENTRE	ACTIVITY
BREAKFAST (MAX. $30 INC. GST)		$	487		
LUNCH (MAX. $20 INC. GST)		$	487		
DINNER (MAX. $50 INC. GST)		$	487		
Total for meals		$	487		

OTHER EXPENSES (please specify)		GL	COST CENTRE	ACTIVITY
	$			
	$			
	$			
	$			
Overall Total	$			

Please read the Guidance Notes before submitting your claim

*** NZNO does not reimburse the cost of alcohol***
*** Claims are only paid on receipt of the approved expense claim form and GST receipts provided***

BANK ACCT NO			
MEMBER'S SIGNATURE		DATE	

APPROVAL			
SIGNATURE		DATE	
SIGNATURE		DATE	

MEMBER EXPENSE CLAIM GUIDANCE NOTES

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 an NZNO staff member with financial authority.

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

RECEIPTS

Claims are only paid on GST receipts that itemise the goods purchased. An EFTPOS receipt is not valid documentation.

MILEAGE

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**)*

MEAL ALLOWANCES

The maximum daily claim for meals is $100 for a full day away from home.

The maximum daily rate is determined by the start and end time of travel, and whether food is provided (in the case of a conference or meeting).

If travelling away for only one day, a claim can be made for breakfast if departure from home base is before 7AM and dinner only if you are unable to return to home base before 7.30PM. Breakfast and dinner may be claimed when away from home base overnight.

NZNO does not reimburse the cost of alcohol.

FINES

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