

ABN 58 243 272 143

**Expenses Claim Form**

**Claimant Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Date Of Expense** | **Description of Expense** | **GST Portion** | **Tax Invoice** |
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|  **Total Amount to be Reimbursed** | $ |

**Please provide your Account Details:**

**BSB** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Account Number** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Account Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Claimant Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Dated** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Claimant Position at Event** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AIDKA REIMBURSEMENT RATES**

**AIDKA OFFICIALS AT TITLE EVENTS**

* Airfares, accommodation, hire cars, will be purchased by AIDKA
* Mileage rate **$0.30** per kilometre
* Meal allowance **$30.00** per day
* Accommodation allowance if not staying in AIDKA provided accommodation or shared accommodation with non AIDKA officials of up to **$65.00** per day. Accommodation expense claims to be paid upon copy of receipt provided to AIDKA Treasurer.
* Airport Parking (if required)

**DELEGATES FOR MEETNGS**

* Face to Face Council/AGM meetings will be held in South Australia to limit expense to association. Majority of clubs are based in South Australia.
* **Interstate delegate**s are only eligible to have airfares for from last destination to Adelaide
* WA clubs from Perth
* Alice Springs from Alice Springs
* Top End from Darwin
* Weipa from either Cairns of Brisbane
* All other costs to interstate delegates are the responsibility of the Club they are representing (e.g. Fuel, accommodation, hire cars, meals etc.)
* **South Australian Delegates** are only eligible to have mileage rate paid at **$0.30** per kilometre rate.
* All other costs to South Australian delegates are the responsibility of the Club they are representing (e.g. accommodation, etc.)

**CLAIMS PROCEDURE**

* The claim form may only be completed and supplied to AIDKA by the claimant directly.
* The Claim form must be supplied with receipts.
* The claim for must be submitted within 30 days of the event/meeting date.
* All claim forms if not in person are to be sent via email to treasurer@aidka.com.au

**All rates will be reviewed annually and approved at the AGM.**