



ABN 58 243 272 143

# Expenses Claim Form

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

Event \_\_\_\_\_

Date Of Expense	Description of Expense	GST Portion	Tax Invoice
<b>Total Amount to be Reimbursed</b>			<b>\$</b>

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 MEETINGS**

- 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 delegates** 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 or 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](mailto:treasurer@aidka.com.au)

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