

# HONORARY OFFICIALS TRAVEL CLAIM

Name: \_\_\_\_\_

Authorised by: \_\_\_\_\_

BSB	
Account Number	

Email address required for remittance advice for EFT payment: \_\_\_\_\_

\*\*\* It is the responsibility of the claimant to provide the correct BSB, Account and email information

Meeting(s) attended	Dates

**A. TRAVEL**

Fare from \_\_\_\_\_  
*(TAX INVOICE required for amounts over \$50.00)* .....

Other travel, airport buses, etc. \_\_\_\_\_

**Total Travel** \$ \_\_\_\_\_ A

**B. MILEAGE**

From \_\_\_\_\_ to \_\_\_\_\_

Engine capacity: \_\_\_\_\_ cc

\_\_\_\_\_ kms @ \_\_\_\_\_ c/km

*This vehicle is comprehensively insured with the*

\_\_\_\_\_ *(insurance co.) and the policy is current.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_ B

**C. SUSTENANCE**

**C.i ACCOMMODATION**

\_\_\_\_\_ nights at \$ \_\_\_\_\_ (City)  
 \$ \_\_\_\_\_ (Country – as applicable –  
 different rates apply to different areas) \$ \_\_\_\_\_

*I hereby agree that I will be staying in paid hotel/motel accommodation.*

Signed: \_\_\_\_\_

**C.ii OR ACTUAL ACCOMMODATION** (receipt required) \$ \_\_\_\_\_

**C.iii MEALS ONLY** (per night) = \$ \_\_\_\_\_ (city)  
 \$ \_\_\_\_\_ (country– as applicable –  
 different rates apply to different areas) \$ \_\_\_\_\_

**TOTAL SUSTENANCE:** \$ \_\_\_\_\_ C

**TOTAL** \$ \_\_\_\_\_

\*\* Address if cheque is to be mailed:

\_\_\_\_\_

**MEAL TRAVELLING AND RELATED ALLOWANCES 2017/2018 - THE TREASURY RATES**

Effective 1st July 2017

*Please Note - Rates below refer to the amount to be claimed when staying overnight in those locations listed*

**DELEGATES**

	Albury	Cooma											
	Armidale	Dubbo	Muswellbk										
	B/Hill	Goulburn	Nowra										
	Bathurst	Griffith	Queanbeyan										
	Bega	Gunnedah	Tamw'rh										
	Sydney	Coffs Harb.	Lismore	Tumut	Wagga	W'gong	Bourke	Gosford	Maitland	N'castle	Mudgee	Orange	Other Country
ACCOMM'N	185.00	134.00	134.00	134.00	144.00	149.00	165.00	140.00	152.00	165.00	135.00	155.00	110.00
B'FAST	27.05	24.25	24.25	24.25	27.05	27.05	27.05	27.05	27.05	27.05	27.05	27.05	24.25
DINNER	51.85	47.70	47.70	47.70	51.85	51.85	51.85	51.85	51.85	51.85	51.85	51.85	47.70
INCIDENTALS	19.35	19.35	19.35	19.35	19.35	19.35	19.35	19.35	19.35	19.35	19.35	19.35	19.35
<b>TOTAL</b>	<b>283.25</b>	<b>225.30</b>	<b>225.30</b>	<b>225.30</b>	<b>242.25</b>	<b>247.25</b>	<b>263.25</b>	<b>238.25</b>	<b>250.25</b>	<b>263.25</b>	<b>233.25</b>	<b>253.25</b>	<b>201.30</b>
<b>Meals only</b>	<b>98.25</b>	<b>91.30</b>	<b>91.30</b>	<b>91.30</b>	<b>98.25</b>	<b>98.25</b>	<b>98.25</b>	<b>98.25</b>	<b>98.25</b>	<b>98.25</b>	<b>98.25</b>	<b>98.25</b>	<b>91.30</b>

**MILEAGE - NSW GOV. RATES**

**ENGINE CAPACITY**

Casual rate                      26.4c/km      for all engine capacities