



# HONORARY OFFICIALS EXPENSES CLAIM



See reverse for rates set by NSW Treasury.

To ensure prompt processing please complete ALL fields and attach evidence of prior approval (if required)

<b>NAME:</b>			
<b>EMAIL ADDRESS</b> (Required for EFT receipt):			
<b>AGENCY/DEPARTMENT &amp; LOCATION:</b>			
<b>RESIDENTIAL SUBURB:</b>			
<b>MEETING(s) ATTENDED</b> (must be filled in) :	<b>DATE</b>	<b>START TIME</b>	<b>FINISH TIME</b>
<b>DOES THIS MEETING BACK-2-BACK WITH OTHER MEETINGS?</b> <input type="checkbox"/> Yes	<b>DATE</b>	<b>START TIME</b>	<b>FINISH TIME</b>

**TRAVELLING**  From Home      **RETURNING**  To Home  
 From Work                       To Work

TRAVEL (Receipts required for amounts over \$50 and ALL parking)	BREAKDOWN	TOTAL
Public Transport Fares (Bus, Train, Tram, Ferry)	\$	\$
Airport Link Train Service to City (no taxi from airport)	\$	
Mileage* - <u>  #  </u> km	\$	
Parking (valet parking will not be reimbursed)	\$	
Flight	\$	

Employer reimburses my travel expenses

SUSTENANCE	BREAKDOWN	TOTAL
<u>  #  </u> x accommodation ** Location stayed at:	\$	\$
<u>  #  </u> x actual accommodation (receipt required)	\$	
<u>  #  </u> x meals only (City/Country)	\$	

Employer reimburses my sustenance expenses

<b>TOTAL EXPENSES</b>	\$
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**Please note:** Reimbursements for \$100 or more shall be paid via electronic funds transfer. Please provide details of your nominated bank account:

<b>BSB:</b>
<b>Account Number:</b>
<b>Previously supplied details</b> <input type="checkbox"/> Yes

### DECLARATIONS:

\* This vehicle is comprehensively insured with (Please insert name of insurer) and the policy is current.

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

Signed: \_\_\_\_\_ (Delegate – Please sign Here)

Dated: \_\_\_\_\_

<b>Office Use Only</b>	Attendance Sheet Sighted <input type="checkbox"/>	Pre Approval Atch <input type="checkbox"/>	Financial <input type="checkbox"/>	Scanned <input type="checkbox"/>
Recommended: _____		Dated: _____		
Industrial Manager (name) _____		Team: _____		

MEAL, TRAVELLING AND RELATED ALLOWANCES 2022/2023 - ATO - TD 2022/10

Effective 1st July 2022

DELEGATES

	Sydney	Bathurst	Tamw'gh Tumut	Armidale Nowra	Wagga	WGong	Coffs Harbour Dubbo	Gosford	Orange	N'castle	Lismore	P/Macquarie	Other Country
ACCOMM'N	198.00	141.00	134.00	147.00	154.00	158.00	148.00	145.00	176.00	185.00	144.00	170.00	121.00
B'FAST	29.90	29.90	26.80	29.90	29.90	29.90	29.90	29.90	29.90	29.90	29.90	29.90	26.80
DINNER	57.30	57.30	52.75	57.30	57.30	57.30	57.30	57.30	57.30	57.30	57.30	57.30	52.75
INCIDENTALS	21.30	21.30	21.30	21.30	21.30	21.30	21.30	21.30	21.30	21.30	21.30	21.30	21.30
<b>TOTAL</b>	<b>306.50</b>	<b>249.50</b>	<b>234.85</b>	<b>255.50</b>	<b>262.50</b>	<b>266.50</b>	<b>256.50</b>	<b>253.50</b>	<b>284.50</b>	<b>293.50</b>	<b>252.50</b>	<b>278.50</b>	<b>221.85</b>

Meals +incidentals only	108.50	108.50	100.85	108.50	108.50	108.50	108.50	108.50	108.50	108.50	108.50	108.50	100.85
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MILEAGE - NSW GOV. RATES

ENGINE CAPACITY

31.2 cents

Casual rate

set at flat rate for all engine types