DELEGATE TRAVEL AND EXPENSES CLAIM

PSA UNITY – STRENGTH – RESPECT

CPSU NSW

See reverse for rates set by NSW Treasury.
To ensure prompt processing please complete ALL fields and attach evidence of prior approval (if required)

Name:			
Email Address (Required for EFT receipt):			
Agency/Department & Location:			
Residential Suburb:			
Meeting(s) attended (must be filled in):	Date:	Start Time:	Finish Time:
Is this meeting back-to-back with other meetings? Yes ☐	Date:	Start Time:	Finish Time:

TRAVELLING	RETURNING
☐ From Home ☐ From Work	☐ From Home ☐ From Work

TRAVEL (Receipts required for all parking)	BREAKDOWN	TOTAL
Public Transport Fares (Bus, Train, Tram, Ferry)	$	$
Airport Link Train Service to City (No taxi from airport)	$	
Mileage*: _____ km (35.2c/km)	$	
Tolls:	$	
Parking (Valet parking will not be reimbursed):	$	
Flight:	$	

Employer reimburses my travel expenses ☐

SUSTENANCE	BREAKDOWN	TOTAL
___ nights' accommodation ** Location stayed at:	$	$
___ nights' actual accommodation (receipt required)	$	
___ meals only (City/Country)	$	

Employer reimburses my sustenance expenses ☐	TOTAL EXPENSES:	$

Please note: Reimbursements shall be paid via electronic funds transfer. Please provide details of your nominated bank account:	**BANK DETAILS** Details previously supplied ☐ BSB ☐☐☐ | ☐☐☐ ACCOUNT NUMBER ☐☐☐☐☐☐☐☐☐☐

DECLARATIONS

☐ * This vehicle is comprehensively insured with _____ and the policy is current

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

SIGNED:	DATED:

Office Use Only Attendance Sheet Sighted ☐ Pre Approval Attached ☐ Financial ☐ Scanned ☐

Recommended:	Dated:
Name of Industrial Manager:	Team:
Approved by General Secretary:	Dated:

MEAL, TRAVELLING AND RELATED ALLOWANCES 2025/2026 - ATO - TD 2025/4

Effective 1st July 2025

DELEGATES

	Sydney	Albury Bathurst Bega Coffs Cooma	Queanbeyan Taree Tamw'th Tumut	Armidale	Wagga	W'gong	Dubbo	Broken Hill	Gosford	Orange	Maitland	Lismore	P/Macquarie	Goulburn	Grafton	Gunnedah	Other Country
ACCOMM'N	223.00	207.00	207.00	166.00	177.00	182.00	170.00	162.00	161.00	215.00	187.00	183.00	190.00	165.00	172.00	180.00	141.00
B'FAST	34.75	34.75	34.75	34.75	34.75	34.75	34.75	34.75	34.75	34.75	34.75	34.75	34.75	34.75	34.75	34.75	31.15
DINNER	66.65	66.65	66.65	66.65	66.65	66.65	66.65	66.65	66.65	66.65	66.65	66.65	66.65	66.65	66.65	66.65	61.30
INCIDENTALS	24.50	24.50	24.50	24.50	24.50	24.50	24.50	24.50	24.50	24.50	24.50	24.50	24.50	24.50	24.50	24.50	24.50
TOTAL	**348.90**	**332.90**	**332.90**	**291.90**	**302.90**	**307.90**	**295.90**	**287.90**	**286.90**	**340.90**	**312.90**	**308.90**	**315.90**	**290.90**	**297.90**	**305.90**	**257.95**
Meals +incidentals only	125.90	125.90	125.90	125.90	125.90	125.90	125.90	125.90	125.90	125.90	125.90	125.90	125.90	125.90	125.90	125.90	116.95

	Adelaide	Brisbane	Canberra	Darwin	Hobart	Melbourne	Perth	Norfolk Island	N'castle
ACCOMM'N	158.00	181.00	178.00	220.00	176.00	173.00	180.00	256.00	195.00
B'FAST	34.75	34.75	34.75	34.75	34.75	34.75	34.75	34.75	34.75
DINNER	66.65	66.65	66.65	66.65	66.65	66.65	66.65	66.65	66.65
INCIDENTALS	24.50	24.50	24.50	24.50	24.50	24.50	24.50	24.50	24.50
TOTAL	**283.90**	**306.90**	**303.90**	**345.90**	**301.90**	**298.90**	**305.90**	**381.90**	**320.90**
Meals +incidentals only	125.90	125.90	125.90	125.90	125.90	125.90	125.90	125.90	125.90

ATO: **TD 2025/4**

MILEAGE - NSW GOV. RATES

ENGINE CAPACITY **35.2 cents/km**

Casual rate = full rate x 0.4

set at flat rate for all engine types