



# Expense Form

NAME \_\_\_\_\_

DATE \_\_\_\_\_

| Date | Expense Type | Portfolio/<br>Position | Description | Mileage<br>Submitted as<br>To/From | Cost |
|------|--------------|------------------------|-------------|------------------------------------|------|
|      |              |                        |             |                                    | \$   |
|      |              |                        |             |                                    | \$   |
|      |              |                        |             |                                    | \$   |
|      |              |                        |             |                                    | \$   |
|      |              |                        |             |                                    | \$   |
|      |              |                        |             |                                    | \$   |
|      |              |                        |             |                                    | \$   |
|      |              |                        |             |                                    | \$   |
|      |              |                        |             |                                    | \$   |
|      |              |                        |             |                                    | \$   |

SIGNATURE \_\_\_\_\_

Total Mileage \$ km Total Claim \$

**Please submit your form with all receipts before the 7<sup>th</sup> of the following month**

**Expense Types:** Accommodation, Meals, Mileage, Broadband, Stationary, Parking, Travel Fare

**Mileage Allowance:** \$1.04 per km      **Broadband:** \$50/ month

**Any Issues:** Contact the office at 09 299 2113 or [fed-office@greypower.co.nz](mailto:fed-office@greypower.co.nz)