

SeniorNet Nelson: Travel and Expenses reimbursement claim

Name		Bank A/c
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Date/s	Distance Travelled	Purpose: (Courses/ events / activities etc.)
	Kms	
	Kms	
	Kms	
	Kms	
	Kms	
	Kms	
Total distance	kms	At 50c/km \$

Expenses	Dates	Details	Amount
			\$
			\$
			\$
			\$
			\$
Expenses Subtotal			\$
Add travel claim from above			\$
Total amount claimed			\$

Signed _____ Date _____ Authorised _____
 Please attach receipts for listed expenses, sign form and place in Post Box at the Learning Centre.

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