



AUSTRALIAN ALPACA ASSOCIATION LTD EXPENDITURE REIMBURSEMENT FORM

To be completed in accordance with the AAA Guidelines – “Reimbursement of Member & Officer Expenses Policy AMENDED” - available on the AAA Website

Claimant: _____

Amount: _____

Reason for
expenditure: _____

Preferred method
of reimbursement: Cheque to be mailed to the following address

Documentation
attached: Direct Deposit. Please provide account details.
BSB _____ Account no. _____

Claimant Signature: _____

Payment authorised
(signature): _____

Note: **ALL** claims are to be supported by copies of tax invoices or receipts. Please note the following.

- Reimbursement for private vehicle use will be calculated at 50 cents per kilometre for all vehicles - ***Claims for private vehicle use must be supported by Google Maps showing the starting, ending and elapsed kilometres and the registration number of the vehicle***
- Car Hire booked by the individual– recommended vehicle sizes:
 - 1.4 Litre One – Two people
 - 1.6 Litre Three – Four people
 - Size as required Over Four people
- Accommodation entitlements will only include the period related to official AAA business and also include breakfast and dinner with a daily allowance of \$75 (***not*** including alcohol)

12 February 2017