

Entered date:  
(Office use only)

Reason for claim: Course / Conference / Other \_\_\_\_\_  
(Circle one) (Please specify)

09/08JB

**General Description:**

Business Related Expenses - New Zealand  
 Business Related Expenses - Overseas  
 Catering Expenses  
 College Fees  
 Damaged/Lost Property  
 Donations/Koha  
 Doctors Exam and Education Fees  
 Doctors Practising Certificate  
 Foodstuffs/Groceries  
 General Practising Certificate  
 Laundry – Dental Therapists Only  
 Medical Indemnity Insurance  
 Mobile Dental Unit  
 Other Staff Reimbursements  
 Printing and Photocopying  
 Professional Membership - New Zealand  
 Professional Membership - Overseas  
 Publications and Books (all GST inclusive)  
 Relocation Expenses - New Zealand  
 Relocation Expenses - Overseas  
 Telephone Bill Expense Claim

**Expense Code**

NB  
 OB  
 CE  
 CFE  
 DL  
 DKN  
 EXM  
 DPR  
 FG  
 GPR  
 LAU  
 MDI  
 MOB  
 OE  
 PP  
 MEM  
 OPN  
 PUB  
 RN  
 RON  
 TEL

**Course/Conference**

Compulsory - Travel  
 Compulsory - Accommodation  
 Compulsory - Registration  
 Compulsory Textbooks  
 Other Compulsory Expenses  
 Professional Development - Travel  
 Professional Development - Accommodation  
 Professional Development - Registration  
 Professional Development - Textbooks  
 Other Professional Development Claims

CT  
 CA  
 CR  
 CB  
 CH  
 PT  
 PA  
 PR  
 PB  
 PH

**Senior Medical Staff Course/Conference**

Contractual Entitlement – Accommodation  
 Contractual Entitlement – Travel  
 Contractual Entitlement – Registration  
 Contractual Entitlement – Other claims

EA  
 ET  
 ER  
 EH

# Staff Expense Claim Form

Entered date:  
*(Office use only)*

Employee ID: \_\_\_\_\_ *(From your payslip)* Contact number: \_\_\_\_\_ *(Daytime phone number)*

Dr/Mr/Ms/Mrs/Miss Surname: \_\_\_\_\_ Given names: \_\_\_\_\_

Position: \_\_\_\_\_ Dept: \_\_\_\_\_ Division: \_\_\_\_\_

Reason for claim: \_\_\_\_\_  
*(Circle one)* Course / Conference / Other *(Please specify)*

Invoice / receipt date	Expense item details / mileage claimed	Expense code <i>(See back page)</i>	GST Y / N <i>(Office use only)</i>	Total \$
<b>Example:</b> 1234 01.08.99	Catering Expenses	CE	Y	\$10.00
Total				

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_ *dd/mm/yy*

Approval signature: \_\_\_\_\_ Date: \_\_\_\_\_ *dd/mm/yy*

Approval name: \_\_\_\_\_

Note: Forward to Payroll Services for processing. Payment will be paid with your next salary payment following receipt of this claim. This form is to be used for claiming expenses relating to approved courses and conferences, and business related expenses. You must submit a copy of your numbered conference leave form when making a claim. Appropriate receipts or invoices must be attached to all claims.

**General Description:**

Business Related Expenses - New Zealand  
 Business Related Expenses - Overseas  
 Catering Expenses  
 College Fees  
 Damaged/Lost Property  
 Donations/Koha  
 Doctors Exam and Education Fees  
 Doctors Practising Certificate  
 Foodstuffs/Groceries  
 General Practising Certificate  
 Laundry – Dental Therapists Only  
 Medical Indemnity Insurance  
 Mobile Dental Unit  
 Other Staff Reimbursements  
 Printing and Photocopying  
 Professional Membership - New Zealand  
 Professional Membership - Overseas  
 Publications and Books (all GST inclusive)  
 Relocation Expenses - New Zealand  
 Relocation Expenses - Overseas  
 Telephone Bill Expense Claim

**Expense Code**

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 TEL

**Course/Conference**

Compulsory - Travel  
 Compulsory - Accommodation  
 Compulsory - Registration  
 Compulsory Textbooks  
 Other Compulsory Expenses  
 Professional Development - Travel  
 Professional Development - Accommodation  
 Professional Development - Registration  
 Professional Development - Textbooks  
 Other Professional Development Claims

CT  
 CA  
 CR  
 CB  
 CH  
 PT  
 PA  
 PR  
 PB  
 PH

**Senior Medical Staff Course/Conference**

Contractual Entitlement – Accommodation  
 Contractual Entitlement – Travel  
 Contractual Entitlement – Registration  
 Contractual Entitlement – Other claims

EA  
 ET  
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