



# Staff Expense Claim Form

APPLICANT DETAILS <i>(Employee to complete)</i>		
Employee Name and Surname:	Employee ID:	Contact no:
Email:	Position title:	
Department:	RC Code:	
Reason for Claim: Course <input type="checkbox"/> Conference <input type="checkbox"/> CME <input type="checkbox"/> Other <input type="checkbox"/> Details:		

Invoice/Receipt Date <small>(dd/mm/yy)</small>	Expense item details/mileage claimed	Expense Code <small>(See link <a href="#">Here</a>)</small>	GST Y/N <small>(Office use only)</small>	Total \$

<b>IMPORTANT: Ensure that you have attached both the invoice and receipt for all claims prior to form submission. Your claim cannot be processed without these attachments.</b>	<b>TOTAL</b> <small>(This field will update when you print or right click and Update Field)</small>	<b>0.00</b>
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Where itemised supporting documentation is not attached I/we confirm that no alcohol, personal expenditure, insurance or any other expenditure not allowed by DHB policy is included in the amount claimed

Employee: Confirm Yes  No

Authoriser: Confirm Yes  No

<b>Employee Signature:</b>	<b>Date:</b> _____
Authorisation	
Name and Surname:	Authoriser's Employee ID No.:
Signature:	

Notes: - Forward claim form and supporting documents to Expense Claims Team, Ground Floor Hockin Building

- All claims received by the Friday preceding the employee's pay run will be processed for that pay run. You will receive an e-mail confirming the amount and details to be paid once processed.
- For help completing form and what documentation is required please see "Employee Guide to Expense Claims" or contact Expense claim team at [ExpenseClaim@waikatodhb.health.nz](mailto:ExpenseClaim@waikatodhb.health.nz) or Ext. 97223
- For Course and conference and travel expense claims please attach copy of signed Travel Request/Course and Conference form
- All travel and accommodation bookings (except CME) must be made through Waikato DHB travel office
- If you paid in a foreign currency that was converted to NZ\$ on your credit card, you can claim the NZ\$ you actually paid by submitting a copy of your credit card statement to show this. If you do not have a NZ\$ conversion as described above please just submit the foreign currency amount you paid and we will apply the ruling exchange rate at the date of the claim being processed.