




EXPENSES CLAIM FORM

Name <u>Allan Freeth</u>	Date <u>30 August-16</u>
Address Environmental Protection Authority Level 10, 215 Lambton Quay, Wellington	
Bank Account (must be 16 digits) <u>XX-XXXX-XXXXXXXX-XXX</u>	Total (GST incl) <u>\$909.30</u>

Purpose of Claim Cash Claims
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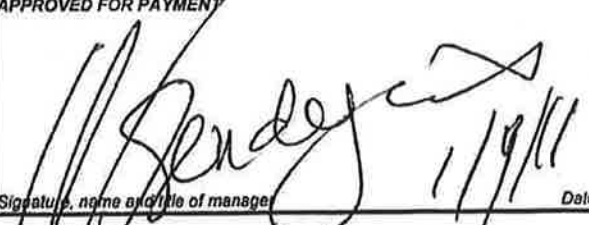
Coding					
Account / cost code	Work order	Activity (cost category)	Cost centre	Amount (GST Incl)	Description (max 30 characters)
3380	CE.INT	INSS	415	28	Book - thank you gift to John Whitehead - interview panel for 4 GM roles
3210	CE.INT	INSS	415	\$14.30	coffee - mtg Fiona Thomson-Carter with Flora McIntyre
3330	CE.INT	INSS	415	13.9	morn tea - Science Team (7 pax)
2810	CE.INT	INSS	415	\$793.50	2 nights @ Millbrook for the Hugo CEO Seminar
3360	CE.INT	INSS	415	59.6	4 Pen refills
Total				909.30	

I certify that, to the best of my knowledge, I am entitled to claim these expenses and my claim complies with the requirements of the Corporate Policy.



<i>Signature of claimant</i>	<i>Date</i>
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APPROVED FOR PAYMENT



<i>Signature, name and title of manager</i>	<i>Date</i>
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Please note
All Items claimed should be supported by original receipts, which should be in the form of a Tax Invoice (and not etpos)
In the case of an allowance, include a reference to the relevant part of the Corporate Policy.

Dr Allen Freeth
 Out of scope

Room No. : 0218
 Arrival : 18-08-18
 Departure : 21-08-18
 Page No. : 1 of 1
 Folio No. : 110808
 Invoice No. :
 GST No. : 50-275-752
 Cashier No. : 111

TAX INVOICE

Date	Description	Charges	Credits
	Out of scope		

51.75
 $\$ 345 + \text{GST} = 396.75$

x 2 =

\$793.50

(only claiming 2 nights
 + double room @ \$345 GST
 per night)

Allen Freeth

Out of scope

Merchant ID
 Transaction ID 10130195
 Approval Code
 Approval Amount

Credit Card #
 Credit Card Expiry: 10/18
 Capture Method: Manual
 Transaction Amount

Millbrook Country Club Limited, Malaghans Road, Arrowtown 9351
 Private Bag 50078, Queenstown, 9348, New Zealand
 Toll Free NZ: 0800 800 604 Phone: +64 3 441 7000 Fax: +64 3 441 7007 www.millbrook.co.nz



WELLINGTON 6035
New Zealand

Phone : +6449766548
Email : allan.freeth@paradise.net.nz

Room No. : 0219
Arrival : 18-08-16
Departure : 21-08-16
Page No. : 1 of 1
Folio No. : 110808
Invoice No. :
GST No. : 50-275-752
Cashier No. : 111

TAX INVOICE

Date	Description	Charges	Credits
18-08-16	Rm Serv Lunch/Dinner Food	27.00	
18-08-16	Room Service Fees	7.50	
19-08-16	Hole In One Cafe PM Food	53.50	
19-08-16	Hole In One Cafe PM Beverage	17.00	
19-08-16	Activities Desk	30.00	
19-08-16	Accommodation Package	530.00 -	
20-08-16	Sundry Income	15.00	
20-08-16	Accommodation Package	530.00 -	
21-08-16	Credit Card Transaction charge	24.20	
21-08-16	Visa		1,234.20
Total		1,234.20	1,234.20
Net Amount			1,073.22
GST			160.98
Total incl. GST			1,234.20
Balance			0.00 NZD

Guest Signature: _____

51.75
 $\$ 345 + GST = 396.75$

$\times 2 =$

$\$ 793.50$

(only claiming 2 nights
& double room @ \$345+GST pernite)

Allan Freeth.
Shirell Associates Ltd

Merchant ID
Transaction ID
Approval Code
Approval Amount 1,234.20

Credit Card #
Credit Card Expiry :
Capture Method : Manual
Transaction Amount 1,234.20

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