PLEASE COMPLETE THIS FORM ON-LINE, PRINT, SIGN, AND HAVE YOUR MANAGER AUTHORISE. * YOU MUST ATTACH A RECEIPT BEFORE SENDING TO ACCOUNTS PAYABLE

Click here for instructions on how to complete this form

EMPLOYEE: M D Heffernan

Business Unit:

From 01/10/2010	Details of Expenses	Cost Centre # or Work Order # or Internal Order #	GLCode	Invoice Y/N?	SSTYME	Total \$ (Excl GST)	complete		Total \$ linc GST)
23/09/2011	Rotorua airport tax	ACTION AND THE CONTRACTOR OF THE STATE OF TH	E TRE E CONTRACTO ALCON	N	N	\$ 5.00		\$	5.00
23/09/2011	Airport parking			Y	Y	\$ 39,13	\$ 5.87		45.00
18/08/2011	Phone calls International			Y		\$ 45.82	through the co	\$	45.82
9/09/2011	Taxi ·			N	N	\$ 124.00	Taken in	\$	124.00
13/09/2011	Restaurent Washington					\$ 161.05	HI HARTHWI	\$	161.05
15/09/2011	Restaurant Washington					\$ 62.63	-374 HT 131	\$	62.63
16/09/2011	Hotel Washington			Υ		\$ 1,706.95		\$	1,706.95
21/09/2011	Tax 3			N	N	\$ 127.80	27.04140	\$	127.80
17/09/2011	Airport parking,			Υ	Y	\$ 39.13	\$ 5.87	\$	45.00
17/09/2011	Taxi			Y	Y	\$ 28.26	\$ 4.24	\$	32.50
17/09/2011	Taxi			N	Y	\$ 34.87	\$ 5.23	\$	40.10
			·		'	1 04,01		- 	10.70
						100	200		
						10.10			
	Mileage Reimburseme	nte				\$ 2,374.64	\$ 21.21	\$	2,395.85
Date	Travel To/From Details		Cost Centre # or Work Order # or Internal Order #			GL Code	KM's		Total
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certify that all ex	NOTE: FOR VEHICLE MILEAGE CLAIMS PL			Production of the supplement	·	477250 477250 PER KM	ıl Claim	\$	2,395.85
(openses claimed are genuine and are company expenses and t			Production of the supplement	·	477250 477250 PER KM	l Claim	\$	
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(Openses claimed are genuine and are company expenses and the Company expenses are company expenses.	he cost centre and ac	count codes a	are corr	ect	477250 477250 PER KM Tota	18	Date	;
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CLAIMANT'S SIGNA APPROVED I NAME: MANAGER MUST	ATURE: HOLD CORRECT DFA - CLICK BELOW TO SEARCH DFA'S Search DFAs the following details if either a NEW employee or if your	ICHN (A	account codes a	are corr	ect	477250 477250 PER KM Tota	18	Date	;
CLAIMANT'S SIGNA APPROVED IN NAME: MANAGER MUST Please TYPE In	ATURE: BY: HOLD CORRECT DFA - CLICK BELOW TO SEARCH DFA'S Search DFAS	ICHN W	Count codes a	are corr	ect	477250 477250 PER KM Tota	18	Date	;
CLAIMANT'S SIGNA APPROVED IN NAME: MANAGER MUST Please TYPE In Bank	ATURE: HOLD CORRECT DFA - CLICK BELOW TO SEARCH DFA'S Search DFAs the following details if either a NEW employee or if your	ICHN W	Count codes a ITHER ged. Postal	are corr	ect	477250 477250 PER KM Tota	18	Date	;
APPROVED IN AME: MANAGER MUST Please TYPE In Bank 23	ATURE: HOLD CORRECT DFA - CLICK BELOW TO SEARCH DFA'S Search DFAs the following details if either a NEW employee or if your	JCHN (v	ged. Postal Address Ph/Fax	are corr	ect -(H1	477250 477250 PER KM Tota	18 20/	Date	;

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EMPLOYEE: M D Heffernan

Business Unit:

Date From	Details of Expenses	Cost Centre # or	GL Code	Invoice Y/N?	XJW3	Total \$ (Excl GST)			Total \$
01/10/2010		Work Order # or Internal Order #		Invoic	GSTYIN?	do not d	complete		(Inc GST)
26/10/2011	Banking function, taxi				Υ	\$ 39,13	\$ 5.87	\$	45.0
26/10/2011	Banking function, parking				Y	\$ 10.43	TERROL STEEL		12.0
27/10/2011	Airport parking, Tauhara Trust 2			Υ	Y	\$ 39.13			45.0
3/11/2011	Airport parking, Rotoma			Υ	Y	\$ 39.13			45.0
17/11/2011	HR Advisor Coffee			Υ	Y	\$ 9,57	\$ 1.43	1	11.0
24/11/2011	Airport parking, Rotoma			Y	Y	\$ 39.13	Vanish Calaboration	\$	45.0
24/11/2011	Rotorua airport taxes x 3			Y	Y	\$ 13.04	\$ 1.96		15.0
25/11/2011	Airport parking, Taupo			Υ	Y	\$ 39.13	\$ 5.87	\$	45.0
25/11/2011	Taxi Taupo				Y	\$ 26.09	\$ 3,91	\$	30.00
25/11/2011	Taxi Taupo					\$ 17.39	\$ 2.61	\$	20.0
7/12/2011	Taxi, Bankers Dinner	·			Y	\$ 50.43	\$ 7.57	\$	
7/12/2011	Taxi, Bankers Dinner				Y	\$ 66.78	\$ 10.02	\$	58.00 76.80
8/12/2011	Gift staff				Y	\$ 268.26	\$ 40.24	\$	
	International phone calls (21/10/11-8/12/11)			Y	Y	\$ 28.36	No. of Contract of	\$	308.5
				\rightarrow	· · · · · · · · · · · · · · · · · · ·	Ψ 20.50	\$ 4.25	Φ-	32.6
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			-					<u> </u>	
	Mileage Reimburseme	nts				\$ 686,01	\$ 102.90	\$	788.9
Date	Travel To/From Details		Cost Centre # or Work Order # or Internal Order #			GL Code	KM's	Т	Total
27/10/2011	Hamilton			ai Oide	I Tr	477250	070	•	100.00
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ertify that all exp	penses claimed are genuine and are company expenses and th					477250 477250 PER KM		Ψ	988.71
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AIMANT'S SIGNA' PPROVED B AME: ANAGER MUST I	penses claimed are genuine and are company expenses and the ture: BY: HOLD CORRECT DFA - CLICK BELOW TO SEARCH DFA'S	ne cost centre and ac	count codes a			477250 477250 PER KM	22/	\$ Date	988.71
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AMANT'S SIGNA' PPROVED B AME: ANAGER MUST I Ease TYPE in 1	TURE: BY: HOLD CORRECT DFA - CLICK BELOW TO SEARCH DFA'S Search DFAs the following details if either a NEW employee or if your	details have chang	ed. Postal Address Ph/Fax	re corre	ct	477250 477250 PER KM Tota	22/	\$ Date	988.71