



# Diocese of Waiapu - Parish Accounting Scheme

Parish No:

## TRAVEL & EXPENSE CLAIM FOR REIMBURSEMENT

Parish Name

Date:

Claimant Name:

Email:

Address:

Bank A/C No:

Odometer reading this month

Less reading at April 1

Travelled this year to date

Km's claimed for Parish use

Rate of	For	kms	\$	-
Rate of	For	kms	\$	-

(IRD will require a log to support this claim)

Less 40% to be paid to depreciation A/C at Waiapu Board of Trustees for credit of claimant

Balance to claimant	Acct Code	
	5100	\$

Hospitality for Month of	5300	\$
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Other expenditure - These items must be coded

	Acct Code	
		\$
		\$
		\$
		\$
		\$
		\$
		\$

<b>TOTAL TO BE PAID TO CLAIMANT</b>	\$
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Signed

Authorised

By Claimant

Treasurer/Chairperson

(Please attach all invoices / receipts)

Refer to Chart of Accounts for codes

Please retain a copy for your records