SENG Expense Claim Form Accounts use only Ref num Original tax invoices to be attached to the expense claim Checked ABN 63 020 415 510 ENGINEERS AUSTRALIA Name Date: **Event Title** SENG Branch **Event Date** Item **Total Expense** Receipt attached Y/N**Expense Description** Signature Email Payee Name Address of Payee Postcode State Bank account name BSB Account Number For office use only Description Expense/Income Job Code Amount Requested by Date TOTAL Authorised by Date

Notes

- 1. Committee members from the city where the meeting is held are not entitled to reimbursement of expenses. Committee members from elsewhere may claim expenses; (discount) economy class air travel is standard.
- 2. Claims for reimbursement of expenses must be for actual expenditure and may include;
- a) (Discount) economy class airfare for direct inter-city travel. Where travel is not charged to an Engineers Australia account, support documentation must be attached (tickets, invoices etc.);
- b) Where inter-city travel is by private car, the following amounts per kilometre may be claimed depending on the vehicle engine capacity, (with effect from 1 July 2010), up to a maximum of the equivalent airfare, plus local travel;

Rate (c/km)
63
74
75

- c) Fares (including taxis where necessary) for local travel;
- d) Expenses actually incurred for accommodation and meals of committee members who must stay overnight (based on current ATO rates). Supporting documentation must be attached (hotel account etc).

Additional Information