

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:

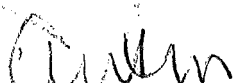
Date From 01/10/2010	Details of Expenses	Cost Centre # or Work Order # or Internal Order #	GL Code	Invoice Y/N?	GST Y/N?	Total \$ (Excl GST)		Total \$ (Inc GST)
						do not complete		
23/09/2011	Rotorua airport tax			N	N	\$ 5.00		\$ 5.00
23/09/2011	Airport parking			Y	Y	\$ 39.13	\$ 5.87	\$ 45.00
18/08/2011	Phone calls <i>International</i>			Y		\$ 45.82		\$ 45.82
9/09/2011	Taxi			N	N	\$ 124.00		\$ 124.00
13/09/2011	Restaurant Washington					\$ 161.05		\$ 161.05
15/09/2011	Restaurant Washington,					\$ 62.63		\$ 62.63
16/09/2011	Hotel Washington			Y		\$ 1,706.95		\$ 1,706.95
21/09/2011	Taxi			N	N	\$ 127.80		\$ 127.80
17/09/2011	Airport parking,			Y	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
Mileage Reimbursements						\$ 2,374.64	\$ 21.21	\$ 2,395.85

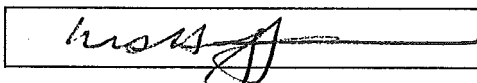
Date	Travel To/From Details	Cost Centre # or Work Order # or Internal Order #	GL Code	KM's	Total
			477250		
			477250		
			477250		
			477250		
			477250		

NOTE: FOR VEHICLE MILEAGE CLAIMS PLEASE CALCULATE USING \$0.74 PER KM

Total Claim \$ 2,395.85

I certify that all expenses claimed are genuine and are company expenses and the cost centre and account codes are correct

CLAIMANT'S SIGNATURE:  _____ Date: 18/10/11

APPROVED BY:  _____ Date: 20/10/11

NAME: JOHN WITHERS - CHRIS

MANAGER MUST HOLD CORRECT DFA - CLICK BELOW TO SEARCH DFA'S

Search DFAs

Please TYPE in the following details if either a NEW employee or if your details have changed.

Bank	Branch - Account - Suffix	Postal Address	
23		Ph/Fax	

Please PRINT this form, sign, have authorised, attached a receipt and forward to the Accounts Payable Department

Accounts Payable Use only Creditor Code

Note: Confirm bank account changes with HR. If account differs from salary account obtain signed confirmation from Employee

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EMPLOYEE: M D Heffernan

Business Unit:

Date From 01/10/2010	Details of Expenses	Cost Centre # or	GL Code	Invoice Y/N?	GST Y/N?	Total \$ (Excl GST)		Total \$ (Inc GST)
		Work Order # or Internal Order #				do not complete		
26/10/2011	Banking function, taxi				Y	\$ 39.13	\$ 5.87	\$ 45.00
26/10/2011	Banking function, parking				Y	\$ 10.43	\$ 1.57	\$ 12.00
27/10/2011	Airport parking, Tauhara Trust 2			Y	Y	\$ 39.13	\$ 5.87	\$ 45.00
3/11/2011	Airport parking, Rotoma			Y	Y	\$ 39.13	\$ 5.87	\$ 45.00
17/11/2011	HR Advisor Coffee			Y	Y	\$ 9.57	\$ 1.43	\$ 11.00
24/11/2011	Airport parking, Rotoma			Y	Y	\$ 39.13	\$ 5.87	\$ 45.00
24/11/2011	Rotorua airport taxes x 3			Y	Y	\$ 13.04	\$ 1.96	\$ 15.00
25/11/2011	Airport parking, Taupo			Y	Y	\$ 39.13	\$ 5.87	\$ 45.00
25/11/2011	Taxi Taupo				Y	\$ 26.09	\$ 3.91	\$ 30.00
25/11/2011	Taxi Taupo				Y	\$ 17.39	\$ 2.61	\$ 20.00
7/12/2011	Taxi, Bankers Dinner				Y	\$ 50.43	\$ 7.57	\$ 58.00
7/12/2011	Taxi, Bankers Dinner				Y	\$ 66.78	\$ 10.02	\$ 76.80
8/12/2011	Gift staff				Y	\$ 268.26	\$ 40.24	\$ 308.50
	International phone calls (21/10/11-8/12/11)			Y	Y	\$ 28.36	\$ 4.25	\$ 32.61
Mileage Reimbursements						\$ 686.01	\$ 102.90	\$ 788.91

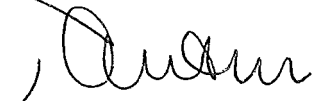
Date	Travel To/From Details	Cost Centre # or Work Order # or Internal Order #	GL Code	KM's	Total
27/10/2011	Hamilton		477250	270	\$ 199.80
			477250		
			477250		
			477250		
			477250		

NOTE: FOR VEHICLE MILEAGE CLAIMS PLEASE CALCULATE USING \$0.74 PER KM \$ 199.80

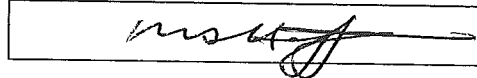
Total Claim \$ 988.71

I certify that all expenses claimed are genuine and are company expenses and the cost centre and account codes are correct

CLAIMANT'S SIGNATURE:



Date



22/3/12

APPROVED BY:

NAME:

JOAN WITTERS

Date

MANAGER MUST HOLD CORRECT DFA - CLICK BELOW TO SEARCH DFA'S

26/3/12

[Search DFAs](#)

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		Ph/Fax

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Accounts Payable Use only

Creditor Code

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