

Expense Claim Form (GST 15%)



Name: Albert Brantley
 Position: Chief Executive
 Location: Greenlane
 Department: Chief Executive
 Date: 25-Nov-11

Reason for Expense / Travel / Entertainment

1. Place the amount being claimed (including GST) in the 'TOTAL' column (Nett & GST values are automatically calculated)

Date	Expense Details	Nett	GST	Enter	Coding:
27-Oct-11	Lunch - Wellington	14.78	2.22	17.00	10-M11-M11-H11-43850
27-Oct-11	Dinner - Wellington	27.43	4.07	31.20	10-M11-M11-H11-43850
2-Nov-11	Parking - GIC Meeting Wellington	37.39	5.61	43.00	10-M11-M11-H11-45300
2-Nov-11	Parking - Auckland airport	37.39	5.61	43.00	10-M11-M11-H11-45300
2-Nov-11	Coffee - GIC meeting	8.26	1.24	9.50	10-M11-M11-H11-43850
3-Nov-11	Taxi - Christchurch	30.43	4.57	35.00	10-M11-M11-H11-45300
9-Nov-11	Subscription - Australian Institute of Mining	413.84	62.08	475.92	10-M11-M11-H11-48200
9-Nov-11	Parking - Wellington - OTS meeting	37.39	5.61	43.00	10-M11-M11-H11-45300
11-Nov-11	Castle Hill image - office Art	1386.96	208.04	1595.00	10-M11-M11-H11-43700
15-Nov-11	Parking - lunch meeting with Fonterra	13.04	1.96	15.00	10-M11-M11-H11-45300
16-Nov-11	Parking - Second Road meeting - Stratford	30.43	4.57	35.00	10-M11-M11-H11-45300
16-Nov-11	Coffee - Second Road (\$AU25.00)	28.47	4.27	32.74	10-M11-M11-H11-43850
17-Nov-11	Parking - Transpower meeting and dinner with M an Tami Cheema	14.78	2.22	17.00	10-M11-M11-H11-45300
17-Nov-11	Dinner with an Tami Cheema	115.65	17.35	133.00	10-M11-M11-H11-43850
17-Nov-11	Parking - APN, breakfast meeting	14.35	2.15	16.50	10-M11-M11-H11-45300
18-Nov-11	Lunch - Lake to Lighthouse event	7.22	1.08	8.30	10-M11-M11-H11-43850
19-Nov-11	Rotorua Airport - departure tax	4.35	0.65	5.00	10-M11-M11-H11-45200
19-Nov-11	Taxi - Lake to Lighthouse event, Waikaremoana	30.43	4.57	35.00	10-M11-M11-H11-45300
19-Nov-11	Lunch for Lake to Lighthouse event, Waikaremoana	17.57	2.63	20.20	10-M11-M11-H11-43850
21-Nov-11	Lunch	28.70	4.30	33.00	10-M11-M11-H11-43850
		0.00	0.00	0.00	
	Sub Total (excluding GST)			2298.57	
	GST (15%)			344.79	
	TOTAL EXPENDITURE			2643.36	

(Circle payment option)
 I expect a Refund
 I have to Pay

plfllp

2. Expense Details and Coding for all items of expenditure must be provided

3. Receipts / Tax Invoices must be attached for all items

4. Obtain your Manager's approval before sending the Form to the Finance Team

5. The Entertainment Tax (ET) Manual is on the Intranet or (Click here for a guide to ET) (Click Here for the ET Form)

Claimant Signature/Recommended for Payment: [Signature]
 Position: Chief Executive
 Date: 25-Nov-11

Approved by Manager: [Signature]
 Position: Chairman
 Date: 25/11/11

ENTERED

- Signatures withheld under section 9(2)(a) OIA.



NEW WORLD

METRO ON WILLIS

68 WILLIS ST, WELLINGTON

Tel: 471-6580 Fax: 471-1214

TRADING HOURS

Mon - Fri 7am - 11pm

Saturdays 8am - 11pm

Sunday & Holidays 8am - 10pm

Tax Invoice GST Reg - No 80-721-765

ENERGY BOOSTER
 0.311 Kg @ \$26.90/ Kg \$8.37
 MAGGIES MIX
 0.321 Kg @ \$26.90/ Kg \$8.63
 CHARLIES ORANGE JUIC \$4.18
 CHARLIES QUENCH LEMO \$2.99
 FRESH EXPRESS FRUIT \$6.99

5 BALANCE DUE \$31.16
 Rounding \$0.04
 Cash \$31.20

CHANGE *Dinner / Wellington* \$0.00

CASHIER NAME: Josh
 CO137 #1743/ 13:04:25 27OCT2011
 S01503 R008

GST INCLUDED
 Different, like you

visit us online at
www.newworldmetro.co.nz

Thank you for shopping at
 New World Metro

RECEIPT Date 27/10/2011 984524

Received from *Yidleneel Sushi*
 The sum of \$17 dollars
 cents

With thanks
81-459-177
lunch / Wellington
COLLINS 34/50 DL

Eftpos	:
Cheque	:
Cash	:
Total	17:00

Auckland Int. Airport
 Tax-Invoice Receipt
 Tax code NZGST 48-816 860
 Autopay 01 02/11/11 17:06
 Receipt 010046

Parking Ticket
 DP 2 - No. 098533
 02/11/11 07:13 -
 02/11/11 17:06 -
 Period 0d9h54'
 (GST) \$43.00

Gross total \$43.00
 Payment VISA \$43.00
 XXXXXXXXXXXXXXXXXXXX 03/13
 Net total \$37.39
 GST 15% 5.61
 All amounts in NZD.

8021384C - 1/1

Auckland Int. Airport
 Tax-Invoice Receipt
 Tax code NZGST 48-816 860
 Autopay 01 02/11/11 17:47
 Receipt 010373

Parking Ticket
 DP 2 - No. 097448
 02/11/11 04:57 -
 02/11/11 17:47 -
 Period 0d12h51'
 (GST) \$43.00

Gross total \$43.00
 Payment Cash \$43.00
 Net total \$37.39
 GST 15% 5.61
 All amounts in NZD.
GIC Meety

8025735B - 1/1

Credit card transaction details

This is a detailed view of a selected transaction from your credit card account **** * 5034

Transaction date	9 Nov 2011
Date processed	10 Nov 2011
Details	THE AUSTRALIAN INSTI CARLTON AUS
Debit (including fee below)	\$475.92
Foreign Currency Fee	\$11.60
Credit	
Reference	991011
Plan	PURCHASES MASTERCARD OR VISA
Interest Rate	15.65 %
Overseas details	11/09/11 360.00 AUD

What would you like to do next?

Go back to [your transactions list](#), [Cancel a payment you made today](#), [Welcome / account balances](#)
[View or download bank statements](#) for your everyday and savings accounts, or choose a page below

FREQUENTLY USED PAGES

Account balances
 Transaction lists
 Transfer money
 Make a one time payment
 Set up & save someone new to pay online
 Make payments to someone you've saved
 Log out

Account balances
 Transaction lists

TAX INVOICE

The Australasian Institute of Mining and Metallurgy
 G 204-218 Lygon St
 CARLTON 3053 VIC
 ABN: 59 836 002 494

*withheld under
 s9(2)(a)
 OIA*

Invoice Number 2066765
 Invoice Type Regular
 Payment Method Purchase Order

Member / Customer #
 Invoice Date 1/01/2012

Bill To

Ship To

*- Withheld under
 Section 9(2)(a)
 OIA*

*- Withheld under
 s.9(2)(a)
 OIA*

Description	Item Type	Format	Download	Qty	Price	Extended
Membership - Fellow - Valid to 31 December 2012	-	-	No	1	\$360.00	\$360.00

Sub Total \$360.00
 Postage/Handling \$0.00
 GST \$0.00
 Grand Total \$360.00
 Payments \$360.00
 Balance \$0.00

All amounts are in Australian Dollars (\$AUD)

Strategy

*** TAX INVOICE ***

InterContinental Cortile Lounge

** ABN: 17-070-662-627 **

60022 Min. S

TBL 100/1 CHK 4007
16NOV'11 9:56

1 Long Black 7.00
2 Flat White @ 7.00 14.00

Food 21.00
10:25 Amount Due \$21.00

GRATUITY: 4.00

TOTAL: *A \$* 25.00

NAME: _____

ROOM # _____

Secord Rd

SIGNATURE: _____

Mecting

* DENOTES ITEMS EXEMPT OF GST
1.5% Merchant Service Fee
applies to Credit Card payments



[Australian Dollars](#)

[New Zealand Dollars](#)

25

[More Currencies Here](#)

Currency Converter

Get currency conversion and currency rates with NZForex's currency converter

NZForex provides international money transfer and foreign money conversion using unbeatable foreign exchange rates. We help both businesses and individuals save money when moving funds overseas or making foreign transactions.

REGISTER NOW and get the best conversion rates when you use NZForex for your online money exchange needs. *

25.00 Australian Dollars = 32.74 New Zealand Dollars

1 AUD = 1.3095 NZD

1 NZD = 0.7637 AUD

Please note the NZForex minimum transfer size is NZD\$2,000 or equivalent.

Mid Market Rates¹ Last Updated: 24/11/2011 @ 17:25 (Syd)

Convert

25

From

- Afghan afghani.AFN
- Albanian Lek.ALL
- Algerian Dinar.DZD
- Argentine Peso.ARS
- Armenian dram.AMD

To

- Afghan afghani.AFN
- Albanian Lek.ALL
- Algerian Dinar.DZD
- Argentine Peso.ARS
- Armenian dram.AMD

[Convert Again](#)

[find out more](#)

- [General](#)
- [Importers](#)
- [Exporters](#)

- [General](#)
- [Overseas Purchase \(House, car, boat, etc.\)](#)
- [Living Overseas](#)
- [Migration](#)
- [Overseas Investments](#)

- [Immediate Payments](#)
- [Forward Payments](#)
- [Send Money](#)
- [Limit Orders](#)
- [International Receipts](#)
- [Regular Payments](#)

[Why You Will Save Safety Of Your Money Case Studies Testimonials](#)

[Basics of Forex FX Market Participants Market Forces Market Regulation Forex Glossary Currency Options For Corporations For Portfolio Managers](#)

- [Spot Rates](#)
- [Recent Spot Rates](#)
- [Forward Rates](#)
- [Customer Rates](#)
- [Economic Calendar](#)
- [Fast Charts](#)
- [Interactive Charts](#)
- [Long Term Charts](#)
- [Daily Commentary](#)
- [Forex Market News](#)
- [Weekly Market Watch](#)

- [Forex Guru](#)
- [Historical Rates](#)
- [Learning Centre](#)
- [Options & HRE Calcs.](#)
- [FX Options Tutorial](#)
- [Mobile Phone/PDA Tools](#)

- [About NZForex](#)
- [Jobs at NZForex](#)
- [Site Map](#)
- [Contact NZForex](#)
- [Media Centre](#)
- [Money Transfer For Your Website](#)

- [Our Partners](#)
- [Reserve Bank of NZ](#)
- [Securities Comm NZ](#)

You can also use the NZForex currency converter calculator to quickly and easily convert any amount of money from one currency into another. Using accurate and up-to-date global market information, NZForex provides free currency conversion for over 150 currencies.

Simply enter the amount in one currency into the calculator, and choose the foreign currency you would like that amount to be converted into (such as Canadian dollar into US dollars). The calculator will quickly provide an up-to-date conversion using the current exchange rate from the foreign exchange market. Please note that our currency converter's rates of conversion are based on mid-market rates.

Whether you're researching the exchange rates before emigrating or travelling overseas, converting prices when making overseas purchases or getting conversion estimates for international money transfers, make use of NZForex's free currency converter. The currency calculator will determine the equivalent value of a foreign currency to your national currency. (When comparing the New Zealand dollar, for example, to the Australian currency).

Use NZForex's foreign exchange services for the best conversion rates

When you choose NZForex for business or personal foreign exchange transactions, you'll enjoy conversion rates that are significantly more competitive than bank exchange rates. NZForex offers significant savings for personal foreign exchange transactions, such as a money transfer to a country abroad, currency exchange or organising your travel money online.

NZForex also offers excellent rates for international business transactions. If your business makes international sales or purchases, NZForex's competitive exchange rates and low (or even zero) fees allow for significant savings. Avoid the banks and make the most of the best international currency rates.

Use the NZForex exchange calculator for all your currency conversions and queries. The currency converter is part of NZForex's commitment to outstanding

P255 Viaduct Carpark
 Viaduct
 Auckland
 Tax code: 2637-56-897-631
 Autopay 2 17/11/11 19:21
 Receipt 029830
 Short-term Par tkt
 P255 - No. 004
 17/11/11 19:32
 17/11/11 19:21
 Period 0d3h50
 (G.S.T.)

Gross total	\$17.00
Payment Cash	\$17.00
Net total	\$17.00
G.S.T. 15%	\$2.22
	\$14.78

All amounts in NZD.
 Deliv. date=Receipt date

*Transpower
 meety/diner
 w/ Tuen*

52

Subtotal
 Date 17/11/2011 Time 19:17:15
 Server George

Table #: **62**
 Name :
 Covers : 2a

Te Waihou 1 litre Sparkling2	\$20.00
Snapper	\$36.00
Hapuku	\$38.50
Potatoes	\$7.50
Asparagus	\$7.50
Tea	\$4.00
Latte	\$4.50

SUB-TOTAL \$118.00

Gratuity _____
 TOTAL 118.00

Includes GST of \$15.40

Phone 64 9 356 7249
 Tax Invoice
 GST # 80-674-678

When making payment we prefer
 one payment per table.
 Thank You,
 Gratuities are encouraged
 for very good service.

S O U L B A R & B I S T R O
 CNR LOWER RICE GARDENS & C
 ST AUCKLAND

-----EFTPOS-----

TERMINAL 76656806
 TIME 17 NOV 19:17
 TRAN. 004460 CREDIT
 MCARD
 CARD5034
 AUTH F98633

PURCHASE NZ\$118.00
 TIP/MISC 15.00
 TOTAL NZ\$ 133.00

ACCEPT WITH SIG

*Diner of
 Tuen*

ALBERT BRANTLEY
 -----CUSTOMER COPY-----

*Mood of the
 Breakfast*

Tournament Parking
 TPLL0165-NZ
 Shortland St
 GST 69-018-025
 Tax Invoice 0019546
 06:53 17/11/11
 Fee Paid \$16.50
 (Includes GST)

PARKING PAID UNTIL
8:00pm
Thurs 17/11/11

Please place ticket on
 dash this side up.
 Ticket not valid unless
 date and expiry time
 visible from outside the
 vehicle.

Thank you for parking
 with Tournament Parking

*meat J
 L2L 1*

REG 18-11-2011 08:15
 GRAEME MCH01 000052
 CT 1

1 FLAT WHITE	\$4.00
1 DOUBLE SHOT	\$0.50
1 Scone	\$3.80
TOTAL	<u>\$8.30</u>
CASH	\$10.00
CHANGE	\$1.70

KIWI TAXIS

FROM Airport *Waiharau*
 TO Franklin St *L2L*
 DATE 19/11/11
 FARE _____
 EXTRAS Airport Toll: _____ Non-Cash: _____
 TOTAL: \$ 35.00
 Cab No.88 Driver I.D: Stephen GST No.77217630
 Thank You

Departure tax

Rotorua Regional Airport Ltd
Tax Invoice
GST No. 51-834-720

Terminal ID: KIOSK2
Transaction: 612851 19/11/2011 9:18 a.m.
Sales Person: Lucy

	\$
Development Levy tickets	5.00 T
1 Items	
GST	\$0.65
Total	\$5.00
Cash	\$5.00
Change	\$0.00

Thank You
We hope to see you back soon

HMS Host - Sakura Sushi
GST No. 61-924
Tax Invoice Gst Inclusive

Nigiri-Salmon	\$7.00
2 @ \$3.50	
Nigiri-Tuna	\$6.00
2 @ \$3.00	
Nigiri-Prawn	\$7.00
2 @ \$3.50	
Nigiri-Tofu	\$3.00
Keri Juice 375ml	\$4.50
Vitamin Water	\$5.50
Subtotal	\$33.00
Including GST	\$4.30
Total	\$33.00
Cash	\$40.00
Change	\$7.00

36312 Sakura Sushi 1 57819
Misa
21-NOV-2011 12:22PM

Misa



airnzmyvoice.co.nz
Your journey went today, hear how

Ngāi fu Waiwakarua L22

Robert Harris®
COFFEE ROASTERS

Robert Harris Cafe Rotorua Airport
Tax Invoice - GST No: 104-746-758
19-NOV-2011 9:19AM 32388

Latte Large	\$5.70
Bacon & Eggs	\$14.50
Fried	
Table No	39
Subtotal	\$20.20
Cash	\$50.00
Change	\$29.80
Including GST	\$2.63

Keren
9:19AM