

PLANNERS PRESENTERS
Claim for Reimbursement of Expenses & Honoraria

November 2017

Please use a separate form for each meeting, journey or budget item and attach receipts and /or tax invoices for all items claimed.

Name of Claimant	_____		
Address	_____		
Email		Contact phone:	_____

Bank Account Details - This ONLY needs to be filled in the first time you submit an expense claim to TRCC or if your bank details have changed since your last claim.

Bank	Account Number	Name on Account
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Claim for Expenses incurred while attending:

The meeting/activity of _____			
From	/	/	to
			Budget Code: _____

Travel Expenses (\$0.60 p/ km up to 83 km, then \$0.45 per km):

Date	From	To	Particulars/company	Km	Rate	\$	c
/ /					\$0.60/\$0.45		
/ /					\$0.60/\$0.45		
/ /			Rental Car	N/A	N/A		
/ /			Taxi	N/A	N/A		
/ /			Parking Charges	N/A	N/A		

Miscellaneous Expenses

Receipts and / or tax invoices **MUST** be attached for all items claimed. Claims related to the use of a personal motor vehicle are exempt from this requirement.

Honorarium	\$ _____	Less Withholding tax @ _____%	\$ _____
Net Honorarium	\$ _____	Complete and attach IR330C form	

	Total Amount of Claim	
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The above claim is accurate and the expenses listed in the claim have been properly incurred in the course of TRCC business.

Date: / / Signature: _____

Office use only - Claim authorised by:			
Date	Name	Signature	Checked
/ /			

Guide to claiming refund of expenses

Reimbursement rates and allowances for TRCC planners and presenters are set by the TRCC members.

It is essential that receipts for any expense are attached to claim forms for all items claimed (except for daily allowances and reimbursement for use of personal vehicle) ie. for buses, taxis, meals, parking, accommodation and anything else.

If travel is not booked through the TRCC office either a separate tax invoice or the passenger's copy of the ticket needs to be supplied.

To assist office processing, receipts and tax invoices should be attached to the top left corner at the back of the claim form and in the order items are entered on the form, or copies attached to an email.

Teacher Relief Days

TRCC will pay the actual cost of a reliever (where evidence is provided). **TRDs must be claimed within 6 months of the meeting date.**

Committee Honoraria

An allowance of \$400 is included in each budget to cover documentation expenses (such as telephone and stationery) incurred during the planning period. A claim for reimbursement of these expenses can be made as they are incurred. Whenever possible, receipts should be provided.

Tax Rates

Honoraria are subject to withholding tax at 20% (This is the 'Resident Entertainers' Withholding Tax rate - as advised by the IRD, because "teachers are conducting talks rather than attending committee meetings"). If a presenter's usual tax rate is higher than this they may prefer to pay tax at that rate – they just fill in the % they would like to pay on the IR330C form. **Presenters may also choose to send us a tax invoice if they have a registered company.**

Travel Payments

Local travel (up to approximately \$50) should be calculated at 60c per km, driving further then 45c per km, over 200kms will need to be agreed to by the planning committee and EO.

Presenters' travel costs for personnel from the following organisations are sometimes met by their organisation: (i) Ministry of Education (ii) Education Council (iii) any organisation where attendance at the course is part of their professional duties. This will need to be clarified and agreed to by the planning committee and EO before the course.

Please note that TRCC does not provide, or pay for, alcohol at course venues or course dinners.