

**COUNCILLOR
TRAVEL & ACCOMMODATION
REIMBURSEMENT FORM****Extract from Policy CG19:**

Meals will be reimbursed subject to production of itemised tax receipts. Indicative guide for rates below can be used as a reference for meal expenses: Breakfast: \$30, Lunch \$30, Dinner \$55

With the exception of inflight meals, reimbursement will not be available where meals are supplied.

The Councillor meal expenses must not exceed the total maximum allowance of \$115 per day.

ALL RECEIPTS MUST BE SUBMITTED TO RECEIVE REIMBURSEMENT.

The City will authorise reimbursement of expenses up to \$20.00 per day without receipts, as an Daily Incidental Allowance. As a result, the overall daily allowance for meal costs is adjusted from \$115.00 to \$95.00.

REASON FOR TRAVEL

COUNCILLOR NAME:				
REASON FOR TRAVEL:				
COURSE DATE/S:	START:		FINISH:	
TRAVEL DATE/S:	DEPART:		RETURN:	

MEALS

DATE:	BREAKFAST	LUNCH	DINNER	DAILY AMOUNT:
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL MEALS CLAIM:				\$ -

INCIDENTALS

Daily Incidentals Allowance of up to \$20.00 without receipts to be itemised here

DATE:	DESCRIPTION (Parking, Taxis, Public Transport, Fuel, Calls)	DAILY AMOUNT:
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
TOTAL INCIDENTALS CLAIM:		\$ -

ACCOMMODATION

DATE:	DESCRIPTION (Private Accommodation \$75 per night)	DAILY AMOUNT:
		\$ -
		\$ -
		\$ -
TOTAL ACCOMMODATION CLAIM:		\$ -

TOTAL CLAIM

CLAIM	DAILY AMOUNT:
MEALS	\$ -
INCIDENTALS	\$ -
ACCOMMODATION	\$ -
TOTAL CLAIM:	\$ -

DECLARATION OF EXPENSES

I, **0** declare that that all costs outlined above were
and have adhered to Policy CG-19 Councillor Travel and Accommodation Expenses Policy.

Signature _____ **Date** _____

INTERNAL USE ONLY:

- ☐ Calculate GST for Payment Request
- ☐ CEO Executive Assistant Review
- ☐ Payment Request Form completed and forwarded to Finance for processing
creditors@karratha.wa.gov.au