

RCGP REIMBURSEMENT CLAIM FORM

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name:** | |  | | | **Position:** | |  | | |
| **Conservatorium:** | |  | | | | | | | |
| **Event:** | |  | | | **Event Date:** | |  | | |
| **Type:** | | Private Vehicle | | | Public Transport | | Meals | |
| Private Vehicle Reimbursement Claim details: | | | | | | | | | |
| *(All columns must be completed)* Refer to planning form for cents per kilometre – All Motor Vehicles **Refer to planning form for cents per kilometre – Motor cycles** | | | | | | | | | |
| **Registration No** | **Odometer Reading Start** | | **Odometer Reading Finish** | **From** | **To** | **Kilometres** | **Cents**  **per km** | **Claim Amount** (km x cents per km) | |
|  |  | |  |  |  |  |  | **$** | |
|  |  | |  |  |  |  |  | **$** | |
|  |  | |  |  |  |  |  | **$** | |
|  |  | |  |  |  |  |  | **$** | |
|  |  | |  |  |  |  |  | **$** | |
|  |  | |  |  |  |  |  | **$** | |
| **TOTAL** | | | | | | | | **$** | |
| \* Please attach a copy of your car registration, license and comprehensive insurance details. | | | | | | | | | |
| General Reimbursement Claim details: | | | | | | | | | |
| **Date** | **Type** | | | **Details** | | | | **Cost** | |
|  |  | | |  | | | | **$** | |
|  |  | | |  | | | | **$** | |
|  |  | | |  | | | | **$** | |
|  |  | | |  | | | | **$** | |
|  |  | | |  | | | | **$** | |
| **TOTAL** | | | | | | | | **$** | |
| **GRAND TOTAL** | | | | | | | | **$** | |
| \* Please attach copies of receipts for proof of purchase and a Tax Invoice from your Conservatorium. | | | | | | | | | |
| Certification of Accuracy: | | | | | | | | | |
| I certify that the details shown above are a correct record of my official movements and that the travel claim was in connection with approved official business and was necessary for the economical performance of my duties.    **Name:**  **Signature:** **Date:** | | | | | | | | | |

Please forward to: [conservatorium@det.nsw.edu.au](mailto:conservatorium@det.nsw.edu.au)