



Finance

Conference/course/membership application

Name: _____

Department: _____

Event: _____

Location: _____

Dates from: _____ to: _____

Organised by: _____

Contact details: _____

Number attending: _____

Fees (including GST) \$: _____

Discounts available: _____

TOTAL fees: _____

Reason / benefits: _____

Itinerary

Date	From	To	Departure	Arrival

All travel and accomodation will be booked through Atlantic Pacific Radius in accordance with your itinerary. Please specify any requirements and preferences.

☐ Air travel ☐ Accomodation ☐ Car rental ☐ Taxi chits required

Travel policy

This application is to be approved before travel arrangements are made.

Changes in travel must have a letter giving details for re-approval by your DCE/Budget manager.

Any unused tickets or vouchers must be returned promptly for refunding.

Travel costs are not paid to and from place of work (The Correspondence School) except in special circumstances such as travel when public transport is unavailable.

Mileage allowance is payable when a staff member has prior approval to use their own vehicle for school business, reimbursed at set government rates. Please ensure prior approval is obtained from your DCE/Budget manager.

Seminars and conferences. Prior approval is required by DCE/Budget manager. A tax invoice is required if registration is paid by staff.

Advance payment

Advance payment will only be made where travel is not covered by Atlantic Pacific Radius and where travel is greater than 24 hours. Please submit a *Travel assistance advance* form to your DCE/Budget manager.

Expenses

Approved expenses can be claimed after the event by submitting an *Expenses and allowance claim* form to your DCE/Budget manager. Remember to attach all original GST receipts to the claim.

Applicant

I certify that all expenditure related to this claim is for the sole purpose of conducting TCS business and is accordance with the TCS policy and procedures.

Applicant signature: _____ Date: _____

Authorised by

Budget manager: _____ Date: _____

DCE signature: _____ Date: _____

Finance code: _____ Cost centre: _____ Course code: _____

The DCE/Budget manager must ensure:

- The claim is in respect of personal expense in the operation of school business and due regard has been paid to observing the strictest economy and obtaining value for money.
- The claimant was authorised to incur the expenditure.
- Where receipts are not attached, the expense is reasonable, i.e. train, parking to a value of \$5.00 or less.
- The claim is correctly completed, calculated, coded and signed.

Please forward claim to:
**Finance, The Correspondence School,
11 Portland Crescent, Thorndon, Wellington.**