



APEX

Expense Claim Form

Date	Expenses claimed	Amount	Office use only
Total \$			

Note:

1. Please make sure you state the reason for each expense incurred eg. Delegates Training, National Exec meeting etc
2. All expenses (excluding mileage) must be accompanied by a GST tax invoice/receipt. **Please send a completed copy of this form along with CLEARLY LEGIBLE scanned copies/photos of appropriate receipts IN THE SAME EMAIL to accounts@apex.org.nz.** If you post your form and receipts, it may take longer to process your claim.
3. We reimburse mileage for union-related travel when you are using your personal vehicle (not actual petrol costs) so please just write where you travelled to and from, and the purpose of the travel and we can do the rest.
4. Payment of expense claims are made on/around the 20th of the month, so expenses must be received by us by the 12th of the month or they will be paid in the following month

Name _____

Bank account _____

Date submitted _____