

Climate Change Commission Expense Claim

To be used for claiming Fees, Books, Travel Expenses, Staff Farewells and Entertainment

All other expenses should be claimed via Payroll

PLEASE READ BEFORE COMPLETING THE FORM



Receipts are required for all expenses claimed. Note an Eftpos receipt is not acceptable. Obtain a tax invoice receipt where possible
 Ensure the cost centre code is provided
 Complete the form in full, select save as "PDF" or export to PDF, scan claim form & receipts to cccinvoices@cass.govt.nz
 Check that all documents scanned is readable, the claim will be returned if Finance cannot read scanned copies of claim and receipts
 Finance will workflow to the appropriate coder for coding
 When completing the business reason please provide detail e.g. Taxi - Meeting with Stakeholders at MBIE, work lunch
 All expenditure claimed must comply with the Agencies policies.

NB: Managers approve online through workflow, signature not required.

Claimant Details

NAME of CLAIMANT	Judy Williams
Bank Account:	[REDACTED]

Date	Cost Centre #: <small>409.cost-centre.output.project.natural-account e.g. 409.400.10.00000.2353</small>	Business Reason for expense <small>(max 30 characters)</small>	Does receipt incl GST? (Enter either Y or N)	Amount Excl GST	GST	Amount Incl GST
29/10/1957	409.100.20.2364	Airport transfer COP 27 Klavin	N	36.37	0.00	36.37
		See attached note		0.00	0.00	
				0.00	0.00	
				0.00	0.00	
				0.00	0.00	
				0.00	0.00	
				0.00	0.00	
				0.00	0.00	
				0.00	0.00	

Total Reimbursement:	36.37	0.00	36.37
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ENTERTAINMENT claims are subject to strict business rules.
 Therefore for any expense claims that specify Entertainment, adequate documentation must be provided.
 The documentation must describe the purpose, benefit to the business and who attended the event.

<i>Business Benefit:</i>	
<i>Number of Attendees:</i>	
<i>List of Internal Attendees:</i>	
<i>List of External Guests:</i>	



GM travel solution

Egypt

Phone:

gm@gmtravelsolution.com

To :

Stephen Walter

Stephen.Walter@climatecommission.govt.nz

+64 21 976 381

Invoice Number :

Created At : 02 Nov. 2022 10:15:48

Due Date : 04 Nov. 2022

Total : **20.60 USD**

Status : **Paid**

Paid At : 2022-11-02 20:21:23

Product

Quantity

Price

Total

Replacement of the order 22201 (Meet&Assist) to Individual Transferer

1

20 USD

20 USD

bank fees :

3 %

Registration ID:

Taxes ID: [REDACTED]

Tax Registration Number: [REDACTED]

Total :

20.6 USD



Judy Williams

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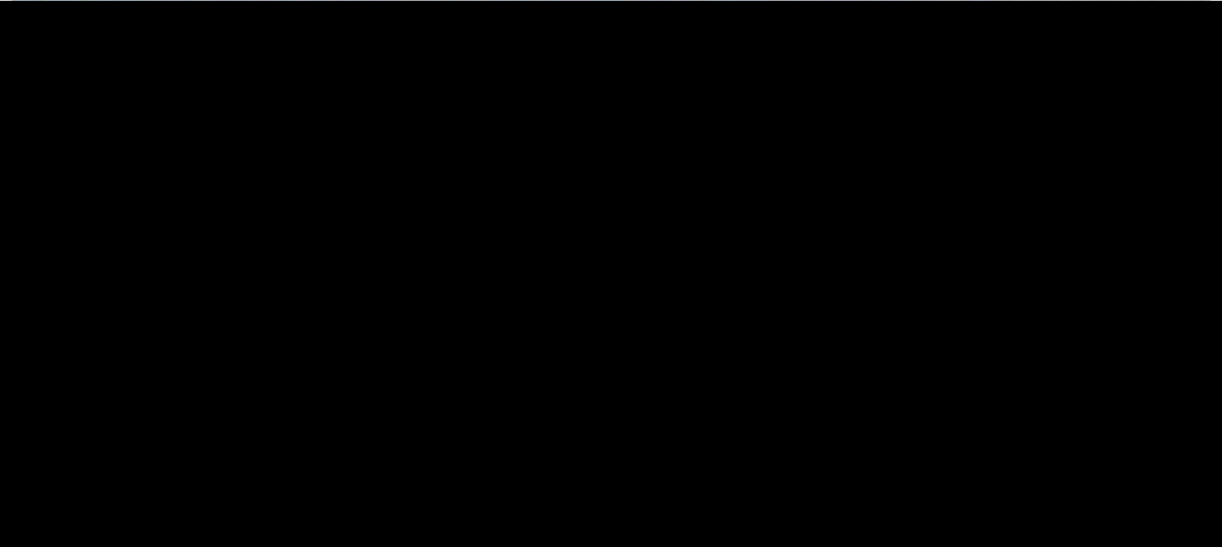
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Transaction Date	Processed Date	Description	Money Out	Money In
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2 Nov 2022

4 Nov 2022

FAWRY PAY CAIRO EGY - 0402

- \$36.37



Re receipt for Fawaterak, additional cost for airport transfer for Karen Lavin from Sharm el Sheikh airport to Coral Bay Hotel.

The receipt is addressed to Stephen Walter, whose CCC credit card was used in the original booking. Unfortunately, that booking did not include the transfer to the hotel, only meet and greet at the airport. This booking was changed to a taxi transfer, which incurred an extra cost of \$20 US.

Stephen could not use his CCC credit card to pay the difference in time. Hence, me using my personal credit card to ensure that Karen's booking was confirmed and she would be met at the airport after a 30-hour flight from New Zealand.

Because this \$20 was in addition to the original amount, the receipt was still sent to Stephen as the original payer.

Judy Williams