



**AUSTRALIAN
ALPACA**

AUSTRALIAN ALPACA ASSOCIATION LTD.

ABN 30 067 146 481 ACN 067 146 481

Unit 2/613 Whitehorse Road, Mitcham, Victoria 3132

PO Box 1076 Mitcham North, Victoria 3132 Australia

Telephone: +61 (0)3 9873 7700 **Facsimile:** +61 (0)3 9873 7711

Email: alpaca@alpaca.asn.au **Internet:** www.alpaca.asn.au

AUSTRALIAN ALPACA ASSOCIATION LTD.

JUDGES TRAVEL REIMBURSEMENT FORM

Claimant: _____

Total Amount: \$ _____

Name of Show: _____

Documentation
attached:

- Air, Bus or Rail Travel: Copy of the ticket or tax invoice issued by the airline, bus company or rail authority
- Taxis: Copy of tax invoice/receipt
- Parking: Copy of tax invoice/receipt
- Rental car: Copy of the rental car company's tax invoice
- Private vehicle: Photocopy of a travel log book showing the starting, ending and elapsed kilometres and the registration number of the vehicle.

Preferred method of
Reimbursement:

Cheque to be mailed to the following address:

 Direct Deposit. Please provide account details.
BSB _____ Account no _____

Signature of Claimant: _____

Payment authorised
(signature): _____

Note: All claims are to be supported by copies of tax invoices or receipts for the underlying transactions or tax invoices issued by the claimant.

Claims in writing, on the form above, to be submitted to the Convenor of the Show, who in turn, will arrange reimbursement to the Judge from the Region. The Regional Trueasure should then submit the claim to Janette Law at the National Office for reimbursement to the Region.

****When claiming reimbursement for private vehicle use – please provide photocopy of a travel log book showing the starting, ending and elapsed kilometres and the registration number of the vehicle, together with engine capacity. Reimbursement will be paid as per the following –**

<u>(Engine Capacity)</u>	<u>Cents per kilometre</u>
1600cc or less (1.6 litre)	58 cents
1601cc-2600cc (1.601 – 2.6 litre)	69 cents
2601cc and over (2.601 litre)	70 cents



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