Conference Travel Reimbursement Form - 2009

Please complete and return this form by Friday 30 October 2009

Coastguard Unit _____

Delegate Names _____

Name and email address of contact person for queries relating to reimbursement _____

Coastguard New Zealand will reimburse the following Conference Costs for a **maximum of two persons** per Unit.

Accommodation – Coastguard pays for the accommodation costs for **one twin-share** room per Coastguard Unit for two nights only at the rate of $140 per night. **The maximum reimbursement is $280.** Any additional rooms are the direct responsibility of the Unit.

❑ Receipt for **accommodation** attached $ _____

Flights – will be reimbursed at the maximum of the FlexiSaver fare for attendees whose travel is in excess of 250 km. Please book your flights early to achieve the best possible savings on flights. Flights booked three weeks or less out from the Conference date will not be fully reimbursed.

❑ Receipt for **air travel** attached $ _____

Mileage – a mileage allowance of $0.60 per km will be reimbursed on the basis of one vehicle per Unit, traveling the most direct route from the Coastguard Unit to the Conference Venue.

_____ kilometres claimed at $0.60 per km $ _____

Parking – parking at the Christchurch venue during the duration of the Conference will be reimbursed on the production of a receipt from the parking provider. Any additional parking or parking at airports is a local Unit cost.

❑ Receipt for **parking** attached $ _____

TOTAL OF REIMBURSEMENT CLAIM **$**_____

You will be reimbursed by direct credit. Please either attach an original deposit slip or provide your bank account details below:

Bank name _____ **Branch** _____

Name of account holder _____

Account Number			-					-								-			

Send completed form to:

Conference Organiser
Coastguard New Zealand
PO Box 91322
Victoria Street West
Auckland 1142