



## Judge Expense Reimbursement Form

Effective 1 July 2020

### Part A PERSONAL PARTICULARS

Full name:

Phone  
number(s):

Email:


### Part B: SHOW PARTICULARS

Show name:

Date of Show

/ to /

Location

Convenor Name


### Part C: PER DIEM

Number of days per diem claimed @\$75 per day:

**TOTAL \$**

(C)

### PART D: EXPENSES

Note that Tax Invoices MUST be attached to verify ALL claims

Mileage will be paid at 0.68 per km. Please give start and finish locations and total km

<i>Receipt #</i>	<i>Description</i>	<i>\$</i>
	<b>TOTAL</b>	<b>(D)</b>

**Total claim C+D**

\$

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### Part E: Declaration

I acknowledge I have read the instructions relating to reimbursements and that the above costs were incurred by me in accordance with AAA Policies and I have attached relevant supporting documents. I confirm that I have not received any other payment or reimbursement in relation to this show.

**Signature**

**Date**




## Judge Reimbursement Form Instructions

Use this form to claim your per diem and reimbursement where you have incurred expenditure in the course of judging a AAA sanctioned show.

All claims are to be received **within 14 days** of the event / expenditure.

You must attach all original receipts or tax invoices. If there are no receipts or tax invoices, generally speaking, a reimbursement cannot be made.

Judge per diems will be paid at a rate of \$75 per day to a maximum of 1 day in excess of the show length. (i.e. 1 day show gives maximum entitlement of 2 days per diem)

## Attachments

Attach all tax invoices, receipts, declarations or supporting documents related to your reimbursement claim. Label each receipt or tax invoice with a number corresponding to the number for this line item under Part B of this form.

## Bank Details

Please note for judges that we will check your "Information Form" to obtain the default bank account that judge payments should be made in. If your bank account details have changed you must update your bank account by notifying the AAA office