



AAA Judge Reimbursement Form

Part A PERSONAL PARTICULARS

Full Name

Phone

Email:

Part B SHOW PARTICULARS

Show name:

Date of Show

Convenor Name

Part C EXPENSE CLAIM

Note that Tax Invoices MUST be attached to verify ALL claims up to a maximum of \$75 per day. Mileage will be paid at 0.85 per km. Please give start and finish locations and total km

Expense	\$	Receipt attached
Per diem at \$75 per day		n/a
Total	\$	-

PART D 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 have not received a separate payment from the show society or any other party in relation to this show.

Signature _____ **Date** _____



Judge Reimbursement Form Instructions

Use this form to claim your reimbursements where you have incurred expenditure in the course of judging a AAA sanctioned show. Out of pocket expenses will be paid at a rate of \$75 per day as a judge's per diem. This will be to a maximum of 1 day in excess of the show length to account for travel time. (i.e. 1 day show gives maximum entitlement of 2 days)

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.

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 C 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