



VTP REIMBURSEMENT APPLICATION AND CALCULATION FORM

(consists of 2 pages)

Approval Reference: _____

Name of Club: _____

Date of Activity: **From** _____ **To** _____

Name of Tutor: _____

Club's nominated VTP Group (available from the VTP guidelines) **Insert Group**

Group Definition:

- Group A – to be reimbursed airfares (including transfers) up to a maximum of \$400.00. If the tutor travels by motor vehicle reimbursement will be for actual travelling expenditure and reimbursement for meals, up to the maximum of \$400.00;
- Group B – to be reimbursed airfares (including transfers) up to a maximum of \$600.00. If the tutor travels by motor vehicle reimbursement will be for actual travelling expenditure and reimbursement for meals, up to the maximum of \$600.00;
- Group C – to be reimbursed airfares (including transfers) up to a maximum of \$600.00. If the tutor travels by motor vehicle reimbursement will be for actual travelling expenditure and reimbursement for meals, up to the maximum of \$600.00. The Clubs will also be reimbursed up to \$100.00 towards the demonstrator's fee for a demonstration, but not for workshops;
- Group D - to be reimbursed airfares (including transfers) up to a maximum of AU\$400.00.

Amount to be reimbursed in accordance with VTP Guidelines:

Part 1 – to be completed by all Groups (A,B,C and D)

| <u>Item</u> | <u>Amount</u> |
|-------------------------------------|---------------|
| Airfare | |
| Airport Parking Fees | |
| Transfers: travel to/from airport | |
| Petrol | |
| Plus 25% for vehicle wear and tear: | |
| Distance travelled: | |
| Meals per 250km: | |
| Sub Total: | |

Part 2 – To be completed only by Group 'C' clubs:

Demonstrator's fee:

Group C entitlement (towards Demonstrator's fee up to \$100, only for clubs who have a Group 'C' ranking) _____

Part 1 plus Part 2 (Part 2 is applicable for Group C clubs only)

Total Amount to be reimbursed:

(Continue next page)



ASSOCIATION OF AUSTRALIAN BONSAI CLUBS LTD

ACN:115 230 861

Reimbursement payment to be sent to:

Club

Tutor

Mailing address for cheque:

Name: _____

Street Name: _____

Suburb: _____ State: _____ Postcode _____

Please return this form (2 pages) and all travel receipts to the Secretary of the AABC Ltd. Claims cannot be reimbursed without all relevant receipts.

- This includes meal tickets, petrol receipts and airline receipts (including boarding passes), and parking receipts.

Note: These expenses are for the Demonstrator only and not for travelling companions.

Below will be completed by the Secretary and Treasurer of the Association of Australian Bonsai Clubs Ltd.

AABC Ltd Administration Only:

Approved

Secretary AABC Ltd

Rejected

Signature

Date

Approved

Treasurer AABC Ltd

Rejected

Signature

Date

Cheque Number _____ **Date:** _____ **Amount:** _____

Comments:

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