

## **Application Form for SIG Administration Claim**

The NZMAA allows SIG's to claim a reimbursement of up to \$300 in each financial year on costs that have been incurred by the SIG to meet their administration requirements.

SIG Name: \_\_\_\_\_

Contact for this Claim: \_\_\_\_\_

Total Amount Claimed (up to maximum of \$300) \$ \_\_\_\_\_

Details (see note1):

Stationary items and postage:

Photocopying costs:

Telephone calls:

Internet fees (see note 2):

Nationals Administration:

Promotion to members:

Other (see note 3 & 4):

Comments (see note 5):

Claims need to be made annually on expenses that have already been incurred. It is recommended but not essential that Admin Claims be made with the submission of your end-of-year accounts due on/or around April 20<sup>th</sup>. Council will advise by email the success of your claim and the money will be deposited direct to the SIG account.

Note 1. Please provide (GST) Receipts.

Note 2. Internet Fees of up to \$15 per month per SIG, subject to evidence of Internet being fully utilised by SIG in the course of its duties.

Note 3. Please provide details. Other items may be considered but it would be best to run these by the Competition Manager first.

Note 4. Fire Extinguisher Maintenance may be included here if applicable.

Note 5. Please provide any information you feel is needed to support your claim. If you have not been able to provide receipts please explain here.

**Please print and send applications with receipts attached to the Competition Manager.**