

**INDIVIDUAL SPECIALIST WORKFORCE CLAIM FORM**

***Secondary Examinations – Marking***

**2015 v3.0**

**Instructions:**

1. Please complete sections one to four on this claim form
2. If you are a GST registered individual taxpayer you must supply a tax invoice with this claim
3. If you are claiming for work which relates to more than one contract, please complete a separate claim form for each piece of work
4. Limited Liability Companies must supply a tax invoice; this claim form should **NOT** be completed

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Contact No.** |  |
| **Address** |  | **Email** |  |
|  |  | **IRD No.** | |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  | |
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**SECTION ONE: PERSONAL DETAILS**

Note: If this is the first time that you have been paid by NZQA, you will need to complete an IR330 and provide verified bank details

**SECTION TWO: TYPE OF WORK** (Complete or tick the appropriate boxes)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Subject/Standard(s):** | |  | | | | | **Year of Examination:** | |  |
|  | **NCEA level one** | |  | **NCEA level two** |  | **NCEA level three** | |  | **Scholarship** |
|  | **Panel Leader /**  **National Verifier** | |  | **Check Marker /**  **Check Verifier** |  | **Marker /**  **Verifier** | |  | **Other (specify):** |

**SECTION THREE: CLAIM DETAILS** (Please refer to your contract for the specifics about what you are entitled to claim)

Note: Please staple invoices/receipts/hotel accounts and any relevant work logs to this claim form (if relevant)

|  |  |  |
| --- | --- | --- |
| **Date** | **Claim Details (please enter relevant details of your claim below)** | **Amount ($)** |
|  | **Fees:** |  |
|  | Meeting / Training Fee (include purpose and date): |  |
|  | Other Fees (written pre-approval required): |  |
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|  |  |  |
|  | **Expenses:** |  |
|  | Mileage kms@74cents per km: |  |
|  |  |  |
|  |  |  |
|  | **Total (Including GST if applicable):** |  |

**SECTION FOUR: DECLARATION** (I certify that this claim is correct and in accordance with the terms of my contract with NZQA)

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date** |  |

**NZQA USE ONLY Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |  |
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| **Initial/Date** | **First Approver** |  |  | **Second Approver** |  |  | **Third Approver** |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Cost Centre** | | |  | **Activity** | |  | **GL Code** | | | |  | **Resource** | |  | **Project Code** | | | |  |  | **Value** |
| **3** | **2** | **2** |  | **3** |  |  | **3** | **1** |  |  |  | **3** |  |  |  |  |  |  |  | **$** |  |
| **3** | **2** | **2** |  | **3** |  |  | **3** | **1** |  |  |  | **3** |  |  |  |  |  |  |  | **$** |  |
| **3** | **2** | **2** |  | **3** |  |  |  |  |  |  |  | **3** |  |  |  |  |  |  |  | **$** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **Total Value:** | | | |  | **$** |  |

**Manager’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**