



- Copy of passport or New Zealand Dr .
- Plus
- Proof of address details (e.g. gas/power/phone statement);
  - M ; and
  - An answer to one multi-choice question ).

**Related Procedures/Documents:**

[Cash Passport Card Policy](#)  
[Discretionary Expenditure and Gifts Policy \(and Procedures\)](#)  
[Fraud Prevention Policy](#)  
[Reimbursement of Expenses Policy \(and Procedures\)](#)  
[Travel Policy \(and Procedures\)](#)  
[Credit Card Policy \(and Procedures\)](#)  
[Delegations of Authority Document](#)

**Document Management Control:**

Prepared by: Accounts Payable Team Leader