It is up to you in the first instance to arrange your travel to your contact courses.

**You must provide GST (original) receipts.**

**You must provide verified bank account details.**

Te Rau Puawai can reimburse costs for travel & accommodation.

|  |  |
| --- | --- |
| **Name:** |  |
| **Address :** |  |
| **Email:** |  |
| **Contact Course:** | Paper Name **and** Number:Location of Contact Course:Date/s of Contact Course: |
| **Total Cost Incurred:** | Travel: $Accommodation: $**Total: $** |
| **Paperwork:*****All paperwork must be attached in order for your reimbursement to be processed.*** | 1. **Word document** (this sheet) Contact course reimbursement (via email or freepost).
2. **Online flight, bus or train tickets** (can be sent via email or freepost address).
3. **Accommodation receipts** (can be sent via email or freepost address).
4. **Petrol receipts** (need to be sent via freepost address). Original receipts required.
5. **Bank account details:** Verified copy from your bank (includes account name & number) or a print off via online banking (includes name, address & account number).
 |
| **Comments:*****Any notes/comments you may want to make.*** |  |
| **Please send in all the required paperwork in order for your reimbursement to be processed. You must allow 21 working days for reimbursement to be processed.** |
| **Freepost Address:** Te Rau Puawai Office, Freepost 114094, Geography Building Level 1, PN 356, Private Bag 11 222, Massey University, Palmerston North.**Email Address:** teraupuawai@massey.ac.nz |